



July 2013

---

# No Smoking Policy

901 Fifth Avenue

The Environmental Building Operations Policies are meant to be used by property managers to institutionalize environmental procedures within existing building operations. The policy provided herein covers smoking. This policy is a requirement for LEED for Existing Buildings: Operations and Maintenance (LEED-EB OM). LEED-EB OM is a green building rating system developed and administered by the U.S. Green Building Council (USGBC). All policies and plans must meet the LEED prerequisite and credit requirements.

## Table of Contents

• INTRODUCTION	3
• GOAL	3
• SCOPE	3
• RESPONSIBILITIES	4
• TIME PERIOD	4
• PERFORMANCE METRIC	4
• REFERENCES	4

## INTRODUCTION

Smoking is not allowed at the building or within 25 feet of building entrances and air intakes. This policy is based on the following:

On December 8, 2005 the "Smoking in Public Places" law (RCW 70.160) went into effect making it illegal to smoke in all indoor public places and workplaces in Washington State. Since the law's implementation, indoor air pollution has decreased by 88 percent in bars and restaurants, and compliance with State law is high. Nevertheless, people continue to have questions about the law and sometimes need to register a complaint regarding non-compliance with the state ban on indoor smoking. In addition, smoke-free laws and policies continue to expand into new areas, such as community parks and state hospitals.

The Indoor Environmental Quality Policy is meant to be used by property managers to prevent or minimize exposure of building occupants, indoor surfaces and systems to Environmental Tobacco Smoke (ETS). The policy provided herein covers environmental tobacco smoke. This policy is a requirement for LEED for Existing Buildings: Operations and Maintenance (LEED-EB OM). LEED-EB OM is a green building rating system developed and administered by the U.S. Green Building Council (USGBC). All policies and plans must meet the LEED prerequisite and credit requirements.

*“Option A: Prohibit smoking in the building and designate exterior smoking areas by addressing the requirements of EQ Prerequisite 2 –Environmental Tobacco Smoke (ETS) Control. At a minimum, the policy must cover prohibition of smoking within the building and designation of exterior smoking areas at least 25 feet from building entries, outdoor air intakes and operable windows.*

## GOAL

The goal of the Indoor Environmental Tobacco Smoke (ETS) Policy is to ensure that smoking is prohibited at the building.

## SCOPE

The scope of this policy includes concurrence with public health officials regarding the health of the general public who work in public places and the rights of nonsmokers to breathe clean air by prohibiting smoking in public places and at public meetings.

This group includes, but is not limited to, all employees of tenants, tenant's guests, customers and clients, vendors and contractors who provide services in and around the building on behalf of those tenants, and any other individual or group entering the building.

## RESPONSIBILITIES

The building's management office will be responsible for informing all building personnel and tenants of this ETS Policy. Moreover, the building's management team will be responsible for implementing the practices set forth in this document in order to ensure that the standards specified within are upheld by including specific lease language with regard to the building's smoking policy. The building's management team may also delegate certain duties relating to communication of this policy to all parties mentioned above, but will bear ultimate responsibility for the effective implementation of the policy.

## TIME PERIOD

This policy has been in place since 2005, and is ongoing. The policy has been fully implemented and the staff is following the requirements during the performance period. The performance period for which this policy is in effect shall be no longer than a year, at which point the policy will be reviewed and updated.

## PERFORMANCE METRIC

Performance will be measured through compliance with the requirements of the following LEED-EB OM credits:

- EQ Prerequisite 2: Environmental Tobacco Smoke (ETS) Control

## REFERENCES

State of Washington: Washington RCW Chapter 70.160

<http://apps.leg.wa.gov/rcw/default.aspx?cite=70.160>