

### 1.0 Scope

The No Smoking Policy (the Policy) is designed to maintain a healthy indoor environment for all building occupants and maintenance personnel. The Policy provides for minimal exposure of indoor surfaces and systems to smoke. In addition, control strategies are intended to reduce the transmission of smoke from the outdoors into buildings.

Compliance with local law, code and regulations take precedence over this Policy.

### 2.0 Policy

The U.S. Green Building Council's (USGBC) [LEED EB: O&M rating system](#) was used as a framework of reference for the C&W No Smoking Policy. Please note that the LEED certification requirements may include more stringent application and documentation.

**Effective Date: 12/3/2013**

Smoking is prohibited within 25 feet of any building entry including main lobby entrance, service entrance, loading dock, and mechanical ventilation / air intake. Smoking is prohibited within the building including all meeting rooms, computer rooms, classrooms, offices, lounges, pantries, café, public or reception areas, hallways, elevators, restrooms, service and mechanical areas, receiving bays and other common-access areas.

