

## SMOKING RESTRICTIONS

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### SUMMARY

This procedure explains the smoking policy prescribed by Implementing Order 8-6 of June 13, 2014.

### PROCEDURE

1. The interior of all County-owned and leased buildings are considered "No Smoking" areas. "No Smoking" signs are to be posted near building entrances and elevators located in lobbies.
2. No smoking is permitted where people congregate, such as meeting rooms, waiting rooms, restrooms, jury rooms, elevators, and lounges, etc.
3. Work station areas in County-owned buildings are controlled by the department. Supervisors are expected to enforce the "No Smoking" policy and take disciplinary action against employees who violate the Implementing Order.
4. Employees with complaints or questions about smoking in work station areas should contact their supervisor. Complaints about smoking in other public areas (such as above) should be reported to the building manager's office.
5. In non-County owned buildings, call the building manager leasing agent or other person designated with the responsibility for administering the smoking policy.

A list of Internal Services Department (ISD) maintained buildings and the contact numbers are available at: <https://www.miamidade.gov/realestate/library/ISD-Maintained-Buildings.pdf>.

### CONTACT(S):

#### Department/Division

Internal Services Department