

I-901 Compliance Checklist

Required Actions

_____ **Post no-smoking signs that are visible in your establishment.**

Signs that prohibit smoking must be posted conspicuously at each building entrance. For retail stores and retail service establishments signs must also be placed in prominent locations throughout the place of business. You may use signs that are provided to you by the Health Department or you may design or purchase your own signs.

_____ **Prohibit smoking within your place of business.**

Owners and managers must prohibit anyone from smoking inside their place of business. This includes employees, vendors and customers. For hotels and motels this includes no less than 75% of the sleeping quarters that are rented to guests.

_____ **Prohibit smoking within 25 feet of entrances, exits, windows that open, and ventilation intakes that serve the enclosed area where smoking is prohibited.**

Owners and managers are responsible for enforcing this provision on their property or property under their control. If smoking occurs within 25 feet on property that is not under the control of the owner or manager (public sidewalks, for example) then local law enforcement agencies are responsible for enforcement. People passing by or through a public place while on a public sidewalk or public right of way are not considered to have intentionally violated this provision.

Suggested Actions

The following actions are not required by the new law, but have been shown to be helpful in other cities, counties and states that have adopted similar smoke-free regulations

- Remove smoking paraphernalia such as ashtrays, matches or other items that support or encourage smoking.
- Discuss the changes with your employees. Talk with them about concerns they may have about their own smoking behavior or how they are expected to deal with customers on the issue.
- Communicate the changes to your customers. This can be done through in-person conversations, additional signage, advertising, a kick-off event, etc.
- Provide information to employees and customers about where they can get help to quit smoking

