

Addendum A

**GSA Bulletin FPMR D-143
SMOKING IN GSA-CONTROLLED
BUILDINGS AND FACILITIES
Guidelines**

SEPTEMBER 17, 1978

1. **Purpose.** This bulletin notifies Federal agencies of the guidelines established by the General Services Administration for controlling smoking in public areas and large working areas in GSA-controlled buildings and facilities.

2. **Expiration date.** This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. **Background.** During the past several years, GSA has received numerous letters from nonsmokers requesting that smoking be prohibited either altogether or in certain areas of buildings under GSA jurisdiction. Answers to these letters emphasized the vast number of buildings and amount of space therein managed by GSA involving hundreds of thousands of employees and visitors, and the impracticability of controlling smoking except in areas where inherent dangers are obvious.

b. In view of the continuing concern about this matter, further consideration was given in November 1977, to the finding of the Surgeon General, as reflected on each pack of cigarettes and in advertisements, that cigarette smoking is dangerous to one's health and to studies by the Department of Health, Education, and Welfare showing that an atmosphere contaminated with tobacco smoke can contribute to the discomfort of many individuals. GSA Bulletin FPMR D-192, Smoking in GSA-controlled buildings, was issued November 27, 1977, setting forth guidelines.

4. **Rights of employees.** GSA recognizes the right of individuals working or visiting in GSA-controlled buildings or space to an environment which is reasonably free from contamination. Consideration should also be given to the right of an employee to smoke under reasonable conditions as determined by the supervisor of the organizational unit to which he or she is assigned.

5. **Action by agency officials and employees.** GSA requests that the Agency head in each building take affirmative action to implement the guidelines set forth in this bulletin.

b. The full cooperation of all supervisors and employees is requested in ensuring that an equitable balance is maintained between the rights of nonsmokers and those of smokers in implementing or enforcing the smoking guidelines set forth in part 6.

6. **Guidelines.** Appropriate agency officials are requested to observe the following guidelines:

a. **Auditoriums and conference rooms.** Smoking is not permitted in auditoriums. Action will be taken by each GSA buildings manager to post no smoking signs outside the entrances to auditoriums and to place receptacles for cigarette butts outside all entrances to auditoriums. Smoking may be permitted in conference rooms only if they are properly ventilated, as jointly determined by each buildings manager and/or each area manager and each local head of each occupational group, or if they are equipped with mechanical air cleaners. If not, smoking should be prohibited in these areas, and signs and receptacles should be placed outside the entrances.

b. **Cafeterias.** No smoking areas should be established in cafeterias controlled by GSA. These areas should be designated by each GSA buildings manager in collaboration with the heads of occupant agencies based on an estimate of the relative number of smoking and nonsmoking patrons served, which may be adjusted on the basis of local experience. The no smoking areas should be identified by appropriate signs.

c. **Elevators.** Elevators should be designated as no smoking areas. No smoking signs should be posted in all elevators.

d. **Shuttle vehicles.** Smoking will be prohibited in shuttle vehicles under the jurisdiction of GSA. No smoking signs will be posted in all such vehicles.

e. **Work areas.** The establishment of no smoking work areas in large open space with many employees (e.g., engineering and drafting offices, typing pools, and card punch areas) should be thoroughly investigated. Supervisors should plan work space in such a way that employees who desire a no smoking area can be accommodated, provided that: (1) Efficiency of work units will not be impaired; (2) additional space will not be required; and (3) cost alterations to the space or procurement of additional office equipment will not be necessary. The no smoking areas should be identified by appropriate signs. In establishing and continuing a smoke-free policy in work areas under their jurisdiction, supervisors should strive to maintain an equitable balance between the rights of nonsmokers and those of smokers.

f. **Medical care facilities.** In medical clinics and employee health units, smoking should be restricted to waiting areas, staff lounges, private offices, and specially designated areas. If possible and practical, waiting areas should be divided into smoking and no smoking areas.

7. **Cancellation.** GSA Bulletin FPMR D-192, issued November 27, 1977, is canceled.

NICHOLAS A. PASQUO,
Commissioner,
Public Buildings Service

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