

November 27, 1973

GSA BULLETIN FPMR D-102
PUBLIC BUILDINGS AND SPACE

TO : Heads of Federal agencies
SUBJECT: Smoking in GSA-controlled buildings

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.

a. 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 have 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. It was stated that under current laws abstinence from smoking in public buildings should be on a voluntary basis.

b. In view of the continuing concern about this matter, further consideration has been given to the finding of the Surgeon General, as reflected on each pack of cigarettes and in advertising, 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.

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 contaminants. GSA also recognizes the right of individuals to smoke in such buildings, provided this does not endanger life or property, cause discomfort or unreasonable annoyance to non-smokers, or infringe upon their rights.

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5. Action by agency officials and employees.

a. 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 solicited 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 paragraph 5.

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

a. Conference rooms and auditoriums. Smoking should not be permitted in conference rooms and auditoriums. Action should be taken to post appropriate no-smoking signs in these areas. Ashtrays should be removed from these areas, and receptacles for disposing of cigarettes, etc., should be placed at entrances. A receptacle (preferably the wall-mounted type) may be placed inside the room or auditorium so that visitors may dispose of cigarette butts, etc., when they become aware of the restriction. The prohibition of smoking in conference rooms and auditoriums recognizes the right of nonsmokers and protects them from the discomfort and possible health hazard that could result when many smokers are confined in a crowded and often poorly ventilated area.

b. Cafeterias. No-smoking areas should be established in cafeterias under contract to GSA. This arrangement may be accomplished by agreement between the responsible GSA official and the concessionaire and included as a provision in future amendments and new contracts. A no-smoking area based on an estimate of the relative number of smoking and nonsmoking patrons served should be designated and posted. Careful evaluations should be made after designating separate areas and adjustments of size made according to usage. Improvements to air-conditioning or exhaust systems should be considered for areas where ventilation is poor.

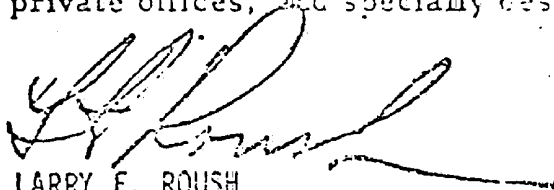
c. Elevators. Elevators should be designated as no-smoking areas.

d. Shuttle vehicles. Smoking should be prohibited in shuttle vehicles.

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e. Work areas. The establishment of no-smoking work areas in large open spaces 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) costly alterations to the space or procurement of additional office equipment will not be necessary. In establishing and continuing a smoking 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 visitor waiting areas, staff lounges, private offices, and specially designated areas.



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