

City of Florence

Policy On Dedicated Smoking Areas Within Privately-Owned Buildings

PURPOSE:

On May 9, 2011, the City of Florence adopted an ordinance prohibiting smoking in enclosed public places. A proviso within the ordinance allows smoking within a building provided that the smoking area is not open to the public; employees are not required to be present in the smoking area for work-related activities; the smoking area is an enclosed space; and the smoking area is equipped with adequate ventilation. The ordinance further stipulates that prior to establishing the dedicated smoking area that the owner must petition the City and the City must certify that the smoking area meets the intent of the ordinance.

POLICY:

To provide for a dedicated smoking area within a building the owner must petition or request the City to inspect the proposed smoking area, and second, receive approval by the City prior to allowing employees to smoke within the dedicated smoking area.

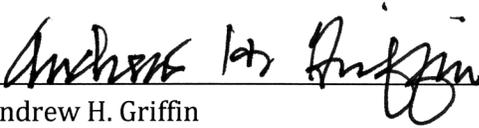
PROCEDURE:

All requests for a dedicated smoking area shall be submitted through the office of the City Manager. The request form shall be made available through the City's web page, City of Florence Urban Planning and Development Office, and the City Manager's Office. The request form may be forwarded to the office of the City Manager via e-mail, U.S. Postal Service, or hand delivered. Upon receipt the request will be dated and placed on an inspection schedule. All questions regarding the enforcement of the smoking ordinance may be directed to the office of the City Manager at 843-665-3113.

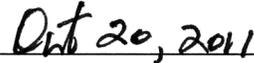
REQUIREMENTS FOR A SMOKING AREA:

1. As noted above the smoking area must meet the following conditions:
 - Not open to the public.
 - Employees are not required to be present in the smoking area for work-related activities.
 - The smoking area is an enclosed space.
 - The smoking area is equipped with adequate ventilation.
2. To comply with the requirements, at a minimum, the petition must satisfy the following conditions:

- The room must be insulated as tightly as possible. It is recommended, but not required, that a plastic vapor barrier be placed on the walls, and that all carpet and upholstered furniture be removed and replaced with wood or other like hard-surfaced materials. At a minimum it is recommended that the walls be painted with a semi-gloss paint and that a solid door be installed with generous rubber gasket insulation strips around the edges and a sweep at the bottom of the door.
- A separate ventilation or other air purifier system for the smoking area must be provided. Generally, fresh air should be drawn into the room from an outdoor intake. It is recommended that this fresh air supply should be wholly separate from other fresh air supply ducts in the principal building. In addition, the ventilation system will have to collect the smoke-filled air and move it out of the room to the exterior of the building. A typical bathroom ventilation fan does not provide adequate air exchange. It is recommended that an adequate air exchange system which can remove not less than 200 CFM (cubic feet per minute) be used. If an air purifier system is used it must be rated for the specific use and for the size of the room.



Andrew H. Griffin
City Manager



Date