

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 (including service, employee, or any door that opens from the outside). For retail stores and retail service establishments signs must also be placed in prominent locations throughout the place of business. Free signs are available from Spokane Regional Health District at <http://www.srhd.org/services/tobaccolaw.asp> or you may design or purchase your own signs. A limited number of signs and window decals are also available in hard copy at the Spokane Regional Health District.
- Prohibit smoking within your place of business.**
Smoking is prohibited in places open to the public or places of employment. Owners and managers must prohibit anyone from smoking inside their place of business including patios or other outdoor seating areas where employees are required to go. This includes employees, vendors and customers. For hotels and motels this includes no less than 75% of the sleeping quarters 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. It is not required that you post signs prohibiting smoking within 25 ft. of these areas, but it is suggested to help with customer compliance. 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

- 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 employees and customers the number for the Washington State Tobacco Quit Line to help them quit smoking (**1-800-QUIT-NOW**)



**For questions regarding rules,
regulations, compliance, or for
more information, call
(509) 324-1530**