



Administrative Directive

Title: No Smoking in City Buildings		Index Number: AD 3.15
Date of Adoption: 08/31/99	Date of Revision: 11/30/04	Page 1 of 1

1.0 Purpose and Need

It is the City's desire and commitment to create a work environment that encourages and supports employee and visitor health and wellness.

2.0 Administrative Directive

To provide a safer and healthier work environment, smoking of any type is prohibited in any area of any City-owned or leased building. There will not be any areas set aside for smoking by employees or visitors in any building.

3.0 Procedure to Accomplish Administrative Directive

1. Department Directors and supervisory staff should make certain all employees, volunteers and visitors are aware that smoking is prohibited in any City-owned or leased buildings.
2. The Department of Management Services/Facilities Management Office will ensure adequate signs are in place in all buildings indicating a smoke-free facility.

4.0 Responsibility and Authority

1. All City members are responsible for adhering to this directive.
2. Chapter 28.5 of the Code of the City of Virginia Beach.

Approved as to Content: Catheryn R. Whitesell 07/21/04
Director, Department of Management Services Date

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City Attorney Date

Approved: Stephen T. Thompson 12/02/04
Chief Financial Officer Date

Approved: James K. Spore 12/03/04
City Manager Date