

## NO SMOKING POLICY SUMMARY CHECKLIST

### SCOPE

This policy is intended to prevent or minimize exposure of building occupants, indoor surfaces, and systems to environmental tobacco smoke (ETS). The policy should be detailed and clearly communicated to all building occupants and contractors who may service the exterior environment of the building.

### RESPONSIBLE PARTY

The property manager shall implement this policy at the property in coordination with other appropriate personnel, including but not limited to, the general manager, cleaning staff and security staff. Compliance with smoking policies will be enforced by building management and violations will be addressed.

## CHECKLIST

- 1. Prohibit smoking in the building and within 25 feet of building entries, outdoor air intakes, and operable windows.
- 2. Ensure that smoking occurs only in the designated exterior smoking areas where tobacco smoke cannot enter the building or ventilation system, and away from concentrations of building occupants or pedestrian traffic.
- 3. Post information regarding the building's nonsmoking policy in prominent locations throughout the building and maintain signage clearly identifying the designated smoking areas.
- 4. Evaluate compliance with the policy on an ongoing basis.

## SMOKING POLICY

### 1. SCOPE

This policy is intended to prevent or minimize exposure of building occupants, indoor surfaces and systems to environmental tobacco smoke (ETS). This policy applies to the property and grounds.

### 2. GOALS

This policy shall prohibit smoking in the building and within 25 feet of building entries, outdoor air intakes, and operable windows.

If pursuing a Green Building Certification, please reference Section 8.

### 3. RESPONSIBLE PARTY

The property manager shall implement this policy at the property in coordination with other appropriate personnel, including but not limited to, the general manager, cleaning staff and security staff. The policy should be detailed and clearly communicated to all building occupants and contractors who may service the exterior environment of the building. Compliance with smoking policies will be enforced by building management and violations will be addressed.

### 4. PROCEDURES AND STRATEGIES

The responsible parties named in this policy shall review compliance with this policy on an ongoing basis, monitoring the building and grounds to ensure that:

- Smoking does not occur in the building or within 25 feet of the building's entries, outdoor air intakes, and operable windows. Smoking is prohibited outside property line in spaces used for business purposes. Personnel shall ensure that smoking occurs only in the designated exterior smoking areas where ETS cannot enter the building or ventilation system, and away from concentrations of building occupants or pedestrian traffic.
- This policy will be enforced 24/7 by building security, as applicable. This policy applies to all employees, suppliers, visitors, and customers. Persons violating these rules and procedures will be approached by security officers and asked to move to the designated smoke areas or leave the building premises.

The responsible parties shall post information regarding the building's nonsmoking policy within 10 feet of all building entrances and shall maintain signage clearly identifying the designated smoking areas. Any violations of these policies shall be addressed and shall be stated in written policies.

### 5. BEST PRACTICES

- Install signage with guidance regarding smoking requirements throughout the property.
- Minimize uncontrolled pathways for the transfer of smoke and other indoor air pollutants between areas where smoking is permitted by sealing penetrations in the walls, ceilings, and floors and by sealing vertical chases (including utility chases, garbage chutes, mail drops, and elevator shafts).
- Locate smoking areas in well ventilated low traffic areas outside of the building site.

### 6. PERFORMANCE EVALUATION

Demonstrate at least once every five years a maximum leakage of 0.50 cubic feet per minute per square foot at 50 Pa of enclosure (i.e. all surfaces enclosing the apartment, including exterior and party walls, floors, and ceilings)

Alternatively, if leakage requirements are not met, demonstrate a 30% improvement over the most recent baseline.

The staff shall evaluate compliance with the policy on an ongoing basis.

### 7. REPORTING

The Smoking Policy is relevant to several questions on the Global Real Estate Sustainability Benchmark (GRESB) assessment, and the implementation of this policy benefits to Clarion's ESG performance.

## 8. GREEN BUILDING CERTIFICATIONS

For projects pursuing LEED v4.1 certification and Fitwel v2.1, this policy should be implemented in full, 100% of the time, in addition to the following:

LEED certifications – Compartmentalization of Smoking Areas – Prohibit smoking in all common areas of the building. The prohibition must be communicated in building rental or lease agreements or condo or coop association covenants and restrictions. Make provisions for enforcement.

If the requirement to prohibit smoking within 25 feet cannot be implemented due to code, provide documentation of these regulations.

Additionally, each unit must be compartmentalized to prevent excessive leakage between units:

- Weather-strip all exterior doors and operable windows in the residential units to minimize leakage from outdoors.
- Weather-strip all doors leading from residential units into common hallways
- Minimize uncontrolled pathways for the transfer of smoke and other indoor air pollutants between residential units by sealing penetrations in the walls, ceilings, and floors and by sealing vertical chases (including chases, garbage shuts, mail drops, and elevator shafts) adjacent to units.
- Demonstrate a maximum leakage of 0.50 cubic feet per minute per square foot at 50 Pa of enclosure (i.e. all surfaces enclosing the apartment, including exterior and party walls, floors, and ceilings) or establish a baseline for a future 30% improvement.

For buildings pursuing Fitwel v2.1 Workplace, Residential or Retail certification, commit to 100% of the property being a tobacco and smoke-free campus, and the following must be followed:

- The use of the following tobacco-products is prohibited
  - Cigarettes
  - Cigars (commercially and self-rolled)
  - Pipes
  - Hookahs
  - Water pipes
  - Electronic cigarettes
- Prohibit the use of tobacco-products in all building spaces,
- Prohibit the use of tobacco-products in the property, grounds, outdoor spaces, common spaces, rooftops,
- Prohibit the use of tobacco-products in parking garage and vehicles (including private vehicles) that are located on-site
- Install permanent signage prohibiting the use of tobacco products (all building entrances, parking garage entrance, outdoor courtyards, and rooftop terraces)

See Appendix A for the available signage options.

## 9. QUALITY ASSURANCE CONTROL PROCESS

This policy has been developed for Clarion and was approved in 2014 as a part of the company's corporate sustainability initiatives. This plan will be reviewed annually.

## 10. TIME PERIOD

Effective Date: 2014

Updated: 1/2021

## 11. DEFINITIONS

N/A

## 12. RESOURCES AND REFERENCES




- [The Smoke-Free Guide: How to Eliminate Tobacco Smoke from Your Environment](#)
- [Smoking in The Workplace: Guidelines for Implementing a Smoke Free Policy](#)

### 13. Appendix A

#### Workplace Signage Samples

<p><b>Tobacco- and Smoke-Free Signage</b></p>			
<p><b>Smoke-Free Signage (Alternative Compliance)</b></p>			

#### Residential Signage Samples

<p><b>Tobacco- and Smoke-Free Signage</b></p>			
<p><b>Smoke-Free Signage (Alternative Compliance)</b></p>	