

Address

Postage

# Free your workplace!

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Starting [date], all indoor workplaces in [state/city] will be smoke-free.

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As of [date], [residents of city or state] are free to breathe clean, smoke-free air.  
*That's good for business – and for health.*



## Where does the smoke-free law apply?

Nearly every indoor public space will be smoke-free, including, but not limited to: offices, factories, retail stores, malls, commercial and government buildings, restaurants, bars, hotels, sports venues and public areas in private buildings.

[modify previous as necessary and add other areas as dictated by law]

## What are the signage requirements?

“No smoking” signs must be prominently displayed and properly maintained. Signs must be [add local size requirements here]. Lettering and symbols must be at least one-half inch in height and must be clearly readable [adjust as necessary – these requirements will meet ADA requirements]. Signs must be posted [add local sign location requirements]

[additional signage requirements may be added here]

## How is the act enforced?

Management or supervisory personnel overseeing the indoor space or workplace are responsible for enforcing smoke-free rules. Employees and customers may report violations.

[adjust as necessary, and add enforcement agency info]

For more information, including free resources to help you meet requirements, visit [www.website.com](http://www.website.com).