

MEMORANDUM FOR ALL USACE FINANCE EMPLOYEES

SUBJECT: Policy Statement on Designated Smoking Area – Policy Memorandum Number 97-02

1. Two designated smoking areas have been established for Building 787. These areas are located on the north side of the building. Each has one gazebo and two picnic tables. Smoking is not permitted on the sidewalk adjacent to the building because smoke in that area enters the building when the doors are opened.
2. Smokers who use the designated smoking areas are responsible for keeping this area clean. Cigarette butts should be placed in the disposal containers provided and containers should be emptied frequently.
3. I am committed to ensuring that nonsmokers in Building 787 do not come in contact with secondhand smoke and that fire hazards do not exist in or around this building.
4. Changes This policy letter will be maintained on the UFC homepage. Changes will be made as needed to maintain current policy. POC for this policy is Gary Hudson, 874-8716.

FOR THE DIRECTOR:



JAMES R. GREENE
Deputy Director, Administration