



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 4.8701  
DIVISION: Finance and Administration  
TITLE: Designated Smoking Areas  
DATE: July 26, 2006, November 20, 2012  
REVISED: N/A  
Policy for: All Employees

Authorized by: Director, Human Resources

### **I. Purpose and Scope**

The WKU Staff Council recommended appropriate designated smoking areas for campus buildings, with the exception of all residence halls. Residence halls shall be subject to the policies and provisions of Housing and Residence Life. The purpose of this policy is to formalize designated smoking areas in order to address health issues and concerns of all students, employees and/or visitors on campus, while making available appropriate smoking areas for those individuals who do smoke. This policy statement incorporates by reference similar language contained in the Faculty Handbook.

### **II. Policy**

1. In accordance with state fire and insurance regulations, it is a University policy that smoking is prohibited inside buildings and all other areas designated by no smoking signs.
2. Signage will indicate appropriate designated smoking areas adjacent to University buildings.
3. Smokers are required to utilize smoking waste receptacles – littering is prohibited.

### **III. Procedure**

Designated smoking areas have been identified for each campus building (excluding residence halls) as follows:

<b>Building</b>	<b>Smoking Location</b>
Cherry Hall	Back porch
Faculty House	Right entrance
Science and Technology Hall	Waiting until renovation is complete
Thompson Complex Center Wing & Planetarium	To left of front entrance when facing building
Thompson Complex North Wing	Entrance facing 14th street
Environmental Science & Technology	Entrance on lower level to right side of the building, near Women's Studies
Engineering & Biological Sciences	Left door when facing back of building
Industrial Education Building	Entrance on right of building facing gated parking lot
Women's Studies	Right entrance
International Center	Front entrance
Kentucky Building and Museum	Right of Museum entrance
Craig Alumni/ Foundation Building	Covered drive, front left-hand side of building
Wetherby Administration Building	Dock Area (rear of building)
Van Meter Hall	Left-hand door at back of building nearest Gordon Wilson Hall
Gordon Wilson Hall	Back porch
Potter Hall	Porch area to the right of the entrance on Alumni Drive
Garrett Conference Center/Herald Office	Porch on left side of building facing Alumni Drive
Helm/Cravens Libraries	Flrs. 1-3 Porch at 1st floor level to left of building from Normal Drive Flrs. 4-9 Right side of ramp opposite book drop
Ivan Wilson Fine Arts Center	Door outside Room 189 (Recital Hall) to the left of windows
Grise Hall	Second floor patio facing McLean Hall
Downing University Center	Lower level to the left of the Post Office entrance when facing that entrance
Academic Complex	Porch on Canon Wing facing DUC AND entrance closest to Guthrie Bell Tower on Health Services Wing
Mass Media Technology Hall	Back patio away from the doors just past the existing signage

Tate Page Hall	Back porch facing MMTH Entrance 8
Preston Center	Dock Area (rear of building)
Facilities Management	Covered area to right of Environmental Health and Safety entrance AND Dock Area
Diddle Arena	Entrance 3
Smith Stadium	Stairs near Room 121
Jones Jagers	Front Entrance near flag pole
Supply-Services	Back door of building near Inventory Control

#### **IV. Exclusions**

#### **V. Related Policies**

See also:

#### **VI. Reason for Revision**

Preston Center smoking area changed from the area of the front patio near bike racks to the rear of the building loading dock area.

Appendices: