

Outside Cigarette Smoking Policies and Procedures

Oct 2021

- Do not discard butts on the ground:
 - Can blow onto a combustible item and catch fire
 - Can blow onto grass/trees and catch fire
 - Unsanitary
- Cigarette must be completely extinguished prior to discarding. The cigarette should not be producing any smoke.
- All cigarette butts must be disposed of in a cigarette receptacle (see below); buckets, bins, trash cans are unacceptable.
- Proper disposal of contents in the receptacle
 - Prior to disposing of contents a bucket of water must be poured in the receptacle bucket to ensure all cigarettes are extinguished
 - Dispose in dumpster
 - Dispose of weekly or when bottom bucket area is half full
 - Manager of department is responsible for assigning this responsibility
 - A non-smoker should not be required to do this
- The smoking receptacle, per fire department guidance, must be at least 20 feet from the building. Do not place next to anything that could ignite including but not limited to vehicles, trees, bushes, grass, wood, siding, etc.
- The receptacle cannot be placed within 20 feet from any entrances to the dealership including but not limited to garage doors, man doors (pedestrian doors), windows, customer entrances, etc.

