



Common

Practice A924.000
Issue 1, 4-1-61
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Central Offices**1. GENERAL**

1.01 Due to certain hazards found in Central Offices, and the recommendations of our Fire Insurance Carrier, it is necessary to prohibit smoking in all Central Offices.

1.02 This practice cancels Practice P1.7.

1.03 Appropriate NO SMOKING signs should be conspicuously placed in all areas where smoking is prohibited.

1.04 Designated smoking areas may be established by the person in charge of the Central Office. Such areas should be adequately ventilated and be separated, by floor to ceiling partitions, from:

1. Switching equipment.
 2. Power generating equipment.
 3. Storage batteries.
 4. Any area where smoking may result in equipment failure or property damage.
- 1.05 It is the responsibility of the person in charge of the Central Office to call to the attention of ALL persons entering the restricted area that smoking is prohibited.
- 1.06 Any person who wilfully disregards the no smoking policy should be reported to the District Facilities Manager, and may be subject to disciplinary action.