



No Smoking Sign Placement Guide

Although traditional tobacco-based cigarettes have been banned from public places and other locales, e-cigarette smoking was not originally excluded from many public places. Now, however, the e-cigarette alternative is also on its way out in many jurisdictions.

Update all your signs to ensure everyone who visits or works at your facility is aware of your smoking policy. To create a consistent and visible policy, it is best practice to post your no smoking signs throughout your facility.

Click [standard](#) or [e-cigarette](#) to view our full no smoking sign selection, or see below for suggested signs for each area of your facility:



AREA 1

Walkways Leading to Entry Zones

Post signs outdoors on walkways before visitors and employees reach entry doors. Smoking is not permitted within 15 feet of entrances and exits at healthcare facilities in some states. Many schools ban smoking within 100 feet of all entry and exit points.



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AREA 2

Entrance Doors

Ensure all entrance doors have signs with your smoking policy message. For glass doors, double-sided adhesive signs are optimal since your smoking policy message can be seen by people arriving and leaving your facility.



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AREA 3

Main Reception Area

Front reception desks are effective areas to post your smoking rules since visitors usually need to check in and obtain instructions before navigating your building.



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AREA 4

Exit Areas

Don't forget to hang your signs outside each exit door. Many visitors assume they can smoke right outside your doors unless smoking policy signs are posted.



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83704



AREA 5

Restrooms

Remind employees and visitors that smoking is not permitted in your restrooms. Post no smoking signs prominently on walls and stall doors to ensure your policy is not ignored.



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AREA 6

Break Room & Lunchrooms

Inform all employees that they are not allowed to smoke in cafeterias or locations where other employees gather to take breaks.



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83704



AREA 7

Hazardous Areas

Make sure signs are installed to comply with OSHA regulations and warn that smoking is not permitted around flammable materials, chemicals, combustibles and explosives.



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The height of the sign placement

A sign is only effective if it can be seen. Place your sign in the right location so people can easily see and read it. It is important that your sign is mounted in the proper “sightline” or region of maximum visibility. Signs are best viewed at a 90-degree angle to the viewer. To create a proper line of sight, your sign should be mounted so that its bottom edge is between 48” and 60” above the floor or ground. For a door-mounted sign, mount it to be centered at 60” above the floor.



Install Your Sign in 5 Easy Steps:

1. Remove old, damaged or outdated signs.
2. Measure and mark 48” to 60” above the floor.
3. Place bottom of sign on this measurement.
4. Use a level to center sign on wall, door, or other mounting surface.
5. Mount sign via adhesive backing or desired mechanical fasteners.

Helpful Reminders:

- Signs should be installed in the line of sight and not be obscured by doors, racks or other objects.
- Installations should be done in well-lit, easily accessible and visible locations.
- Where light levels are poor, signs should incorporate artificial lighting.
- Safety Signs should be placed near the associated hazards, but they should not create distractions nor be positioned to be hazards themselves.
- Signs should not be placed on movable objects or adjacent to moveable objects like doors, windows and drawers, which will obscure the signs if moved.
- Faded, degraded, outdated or damaged signs should be replaced immediately.