

For Office Use Only:

Date Received _____ Staff Assigned _____ ContactID _____ F/U date _____ Close Date _____

**Washtenaw County Clean Indoor Air Regulation
Complaint Form***

Date of alleged violation: _____

Location of violation: _____

Alleged violator information:

Name of business or Individual (circle one):

Address: _____

Telephone: _____

Contact Person, if applicable: _____

Contact Person email, if applicable: _____

Please describe the violation (s), location of violation and date of violation and any other information that will clarify the complaint: *(Violation codes and explanations are on the back of this form. You must submit the Violation codes form with your complaint)*

If you are an employee of this business, please describe any procedures you have utilized in addressing the complaint with in your organization:

Complainant's Name: _____

Employee Citizen

Address: _____

Telephone: _____

Best time to call: _____

Complainant's Signature _____

Date _____

Please mail to:
Washtenaw County Public Health
Tobacco Reduction Coordinator
PO Box 915 Towner
Ypsilanti, MI 48197
Fax: 734-544-6705

**All citizen complaints will be followed up within twenty (20) days. All parties to the complaint will be informed, in writing, upon resolution of the complaint.*





Washtenaw County Clean Indoor Air Regulation Violations Codes & Requirements

Please check all that apply.

<u>Infraction Noted</u>	<u>Regulation Section</u>	<u>Requirement</u>
1. _____	Sec. 1006B	Implement, make known and maintain a written smoking policy with minimum supplied wording or requirements
2. _____	Sec. 1006C	Communications to employees _____ 3 weeks before it takes effect _____ At time of employment
3. _____	Sec. 1006D	Provide written policy upon request to any existing or prospective employee.
4. _____	Sec. 1007	Prohibit smoking near entrances, windows and ventilation systems (i.e., Reasonable distance) Smoking receptacles outside no smoking area
5. _____	Sec. 1009A	Posting of signs clearly, sufficiently and conspicuously in every building or other area where smoking is prohibited
6. _____	Sec. 1009B	Posting of signs at every entrance
7. _____	Sec. 1009C	All astray and other smoking paraphernalia removed from any area where smoking is prohibited by this regulation
8. _____	Sec. 1011	Nonretaliation – no person or employer shall discharge, refuse to hire or in any manner retaliate against any employee, applicant for employment or customer any right to a smoke-free environment afforded by this regulation

To see the complete regulation, please visit our website at <http://publichealth.ewashtenaw.org>
Or request one by phone by calling 734-544-6874.

