

Smoke-free Apartment Community Implementation Plan



Smoke-Free Apartment Community Policy Implementation Plan

This timeline is created for: _____
(Property Name & City)

The smoke-free policy will go into effect on: _____
(Date Policy Begins)

Number of buildings on property: _____ Number of units on property: _____

Number of buildings going smoke free: _____ Number of units going smoke free: _____

Note: The Phase-In Method usually takes 6-12 months to implement and is most often used in buildings with a majority of residents on fixed-term leases.

Timeline Utilizing “Phase-In” Method

Month	Activity
_____	Survey Residents (optional) <ul style="list-style-type: none">• Survey your residents about their experience with secondhand smoke exposure in the building and their interest in living in a smoke-free building.• Hold a community meeting to share results with residents.
_____	Decide Policy Details <ul style="list-style-type: none">• Decide policy details to be included in the Smoke-Free Lease Addendum• Modify Smoke-Free Lease Addendum to fit your policy
_____	Notify Residents <ul style="list-style-type: none">• Begin implementing policy with new residents by having them sign a lease addendum as they move in.• Notify existing residents of policy change through letters, flyers, and a resident meeting. Inform them of the date the policy will take effect.• Create incentive to encourage existing residents to sign the lease addendum early.

For more information, please visit <http://breatheeasygahomes.org/>

This material was adapted from the Live Smoke Free Program, www.mnsmokefreehousing.org

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Existing Residents Begin to Sign on to Policy

- Hold a meeting to present the policy change to residents.
- Send a reminder notice to residents if necessary.

Policy Goes Into Effect

- Residents who renew leases in this month sign the Smoke-Free Lease Addendum.
- Assess how many residents still need to sign the lease addendum (if residents voluntarily signed it early then the building will be smoke free sooner than expected).
- All residents should be renting under the smoke-free policy by the end of this month.

Smoke-Free Apartment Community *Policy Adoption Checklist*

- 🍏 Create policy language to add to your house rules and/or lease
- 🍏 Send a letter to residents explaining your intent to go smoke-free
- 🍏 Allow residents to respond, in person or in writing, to the announcement of policy change
- 🍏 Add a smoke-free policy to your house rules
- 🍏 Post proper signage to ensure your residents are aware of the smoke-free policy
- 🍏 Enforce smoke-free policy

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