



# Smoke-Free Apartment Building Policy Adoption Checklist

## Adopting a Smoke-Free Building Policy: A Three-Part Series for Apartment Managers

Thank you for your interest in smoke-free housing! You probably know by now that adopting a smoke-free policy not only limits your residents' exposure to secondhand smoke, but also saves you money on maintenance and cleaning costs. Often, apartment owners and managers go through three phases when adopting a smoke-free policy. Live Smoke Free has designed three informational packets to meet your needs whether you are contemplating, adopting, or implementing a smoke-free policy.

*Step One: "I'm Thinking of Adopting a Smoke-Free Building Policy":* This is a first look at understanding the benefits and steps to adopting a smoke-free policy. This step provides "An Apartment Manager's Guide to Adopting a Smoke-Free Building Policy," informational fact sheets, testimonials from managers, and a survey to distribute to your residents to gauge their interest in living in a smoke-free building.

*Step Two: "I've Decided to Adopt a Smoke-Free Policy":* Once you decide to adopt a policy, you must notify the tenants of the policy change and begin to implement the policy. This step includes a letter to notify your residents of the policy change and a model lease addendum. An order form to receive smoke-free building signs is also included.

*Step Three: "I Have a Smoke-Free Building":* Shortly before your policy goes into effect, Live Smoke Free will send you a package that includes the signs you ordered along with a certificate of congratulations. You will also receive information about policy enforcement and publicity as well as instructions for listing your property on Live Smoke Free's online smoke-free housing directory.

If you are ready to receive any of these informational packets, or if you have questions about adopting a smoke-free policy, please contact our office at 651-646-3005. **All of our materials and services are free!**

**Note:** The resources listed here are available only for properties located in Minnesota. If you have properties in outside of Minnesota, Live Smoke Free may be able to connect you to a similar resource in your state.



## Items to Consider When Adopting a Smoke-Free Policy

### Step One: "I'm Thinking of Adopting a Smoke-Free Building Policy"

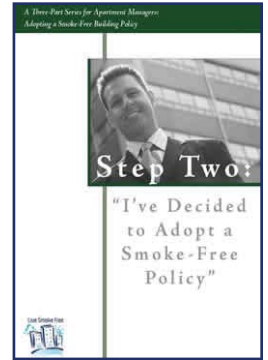


- Request a *Step One* information packet from Live Smoke Free
- Check out Live Smoke Free's website at [www.mnsmokefreehousing.org](http://www.mnsmokefreehousing.org)
- Survey your residents about their experience with secondhand smoke exposure in the building and their interest in living in a smoke-free building\*
- Consult with Live Smoke Free to discuss survey results and policy options
- Invite Live Smoke Free to a staff or board meeting to discuss survey results and policy options

\*Sample included in *Step One* information packet

## Step Two: “I’ve Decided to Adopt a Smoke-Free Policy”

- Request a *Step Two* packet of information from Live Smoke Free
- Decide policy details & include in Smoke-Free Policy Lease Addendum\*
  - Which areas of the property will be covered?
  - Will there be fines for policy violations?
  - How will the policy be enforced?
  - Will there be any incentives for residents to sign the smoke-free policy early?
  - Will the policy be implemented using the “Phase-In” or “Quit Date” Method?\*
  - Phase-In Method: Implement the smoke-free policy as leases renew
  - Quit Date Method: Implement the smoke-free policy on one date for all residents
- Set a “Smoke-Free Date” and decide when you would like the building to be completely smoke free
- Work with Live Smoke Free to set a timeline to meet your “Smoke-Free Date” goal\*
- Notify residents of the upcoming policy change through a letter and flyers\*
- Offer cessation options to those residents to wish to quit smoking
- Invite Live Smoke Free to present and answer questions at a resident meeting
- Take an inventory of your property to determine where signs are needed
  - Order free signs from Live Smoke Free\*
- Initiate all new leases with the smoke-free policy
- Implement the smoke-free policy for current leases using the “Phase-In” or “Quit Date” Method



\*Sample included in *Step Two* information packet

## Step Three: “I Have a Smoke-Free Building!”

- Request a *Step Three* information packet from Live Smoke Free
- Send a reminder announcement to residents a few days prior to the policy's implementation
- Post signs in and around the building to remind residents and guests of the policy\*
- Host a smoke-free celebration for your residents (Live Smoke Free can help!)
- Enforce any policy violations that may happen\*
  - Document violation incidents that you, your staff, or your residents witness
  - Inform residents who violate the policy that it is a violation of their lease terms
- List your building on Live Smoke Free's online directory of smoke-free multi-housing at [www.mnsmokefreehousing.org](http://www.mnsmokefreehousing.org)\*
- Include “smoke free” when advertising your building so potential residents can find your building\*



\*Sample included in *Step Three* information packet