



# Smoke-Free Apartment Building Policy Adoption Timeline

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. The timeline for adopting a policy differs for every property, but Live Smoke Free has created this sample timeline to assist in your planning.

If you need any informational resources, 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!**

## Sample Timeline: Quit Date Method with 60 Day Notice

<b>Month</b>	<b>Activity</b>
January	<b>Survey Residents</b> <ul style="list-style-type: none"><li>● Call Live Smoke Free to discuss policy adoption process and get sample survey</li><li>● Survey your residents about their experience with secondhand smoke exposure in the building and their interest in living in a smoke-free building</li><li>● Consult with Live Smoke Free to discuss survey results and policy options</li></ul>
February	<b>Decide Policy Details</b> <ul style="list-style-type: none"><li>● Decide policy details to be included in the Smoke-Free Lease Addendum</li><li>● Modify Live Smoke Free's sample Smoke-Free Lease Addendum to fit your policy</li></ul>
March	<b>Notify Residents</b> <ul style="list-style-type: none"><li>● Begin implementing policy with new residents by having them sign a lease addendum as they move in</li><li>● Notify existing residents of policy change through letters and flyers. Inform them that the policy change will begin in May</li><li>● Offer cessation options to those residents who wish to quit smoking</li></ul>
April	<b>Existing Residents Begin to Sign on to Policy</b> <ul style="list-style-type: none"><li>● Invite Live Smoke Free to present to residents regarding policy change</li><li>● Send a reminder notice to residents if necessary</li><li>● Ask existing residents to sign the lease addendum by May 1st</li></ul>
May	<b>Policy Goes Into Effect</b> <ul style="list-style-type: none"><li>● Order Smoke-Free Building signs from Live Smoke Free; post signs around property</li><li>● List your building on Live Smoke Free's web site</li><li>● Host a smoke-free celebration or policy recognition event</li></ul>

## Sample Timeline: Phase-In Method with 60 Day Notice

<b>Month</b>	<b>Activity</b>
January	<b>Survey Residents</b> <ul style="list-style-type: none"><li>● Call Live Smoke Free to discuss policy adoption process and get sample survey</li><li>● Survey your residents about their experience with secondhand smoke exposure in the building and their interest in living in a smoke-free building</li><li>● Consult with Live Smoke Free to discuss survey results and policy options</li></ul>
February	<b>Decide Policy Details</b> <ul style="list-style-type: none"><li>● Decide policy details to be included in the Smoke-Free Lease Addendum</li><li>● Modify Live Smoke Free's sample Smoke-Free Lease Addendum to fit your policy</li></ul>
March	<b>Notify Residents</b> <ul style="list-style-type: none"><li>● Begin implementing policy with new residents by having them sign a lease addendum as they move in</li><li>● Notify existing residents of policy change through letters and flyers. Inform them that the policy change will happen during lease renewals beginning in May</li><li>● Create incentive to encourage existing residents to sign the lease addendum early</li><li>● Offer cessation options to those residents who wish to quit smoking</li></ul>
April	<b>Existing Resident Begin to Sign on to Policy</b> <ul style="list-style-type: none"><li>● Invite Live Smoke Free to present to residents regarding policy change</li><li>● Send a reminder notice to residents if necessary</li></ul>
May	<b>Policy Goes Into Effect</b> <ul style="list-style-type: none"><li>● Residents who renew their lease in May sign the Smoke-Free Lease Addendum</li><li>● Order Smoke-Free Building signs from Live Smoke Free; post signs around property</li><li>● List your building on Live Smoke Free's web site</li><li>● Host a smoke-free celebration or policy recognition event</li></ul>
June - April	<b>Building Becomes Completely Smoke Free</b> <ul style="list-style-type: none"><li>● Residents sign the Smoke-Free Lease Addendum as they renew their lease</li><li>● 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)</li><li>● All residents should be renting under the smoke-free policy by the end of April</li></ul>