



Smoke-Free Apartment Building Policy Adoption Timelines

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

Note: The Quit Date Method usually takes 30-90 days to implement and is most often used in buildings with a majority of residents on month-to-month leases.

Month	Activity
January	Survey Residents <ul style="list-style-type: none">• Call Live Smoke Free to discuss policy adoption process and get sample survey• 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
February	Decide Policy Details <ul style="list-style-type: none">• Decide policy details, such as the scope of coverage, to include in the Smoke-Free Lease addendum• Modify Live Smoke Free's sample Smoke-Free Lease Addendum to fit your policy
March	Notify Residents <ul style="list-style-type: none">• Begin implementing policy with new residents by having them sign a smoke-free lease addendum as they move in• Notify existing residents of policy change through letters and flyers. Inform them that the policy change will begin in May. Existing residents who renew their lease will be required to comply.• Offer linkages to cessation options to those residents who wish to quit smoking
April	Existing Residents Begin to Sign on to Policy <ul style="list-style-type: none">• Invite Live Smoke Free to give a presentation to residents regarding the benefits of policy change• Send a reminder notice to residents if necessary• Order Smoke-Free Building signs from Live Smoke Free; post signs around property• Ask existing residents to sign the lease addendum by May 1st Note: residents with leases that do not come up for renewal until after May 1 can, but do not have to, sign a smoke-free lease addendum early.
May	Policy Goes Into Effect <ul style="list-style-type: none">• List your building on Live Smoke Free's web site• Host a smoke-free celebration or policy recognition event

Sample Timeline: Phase-In Method with 60 Day Notice

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.

Month	Activity
January	Survey Residents <ul style="list-style-type: none">• Call Live Smoke Free to discuss policy adoption process and get sample survey• 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
February	Decide Policy Details <ul style="list-style-type: none">• Decide policy details, such as the scope of coverage, to be included in the Smoke-Free Lease Addendum• Modify Live Smoke Free's sample Smoke-Free Lease Addendum to fit your policy
March	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 and flyers. Inform them that the policy change will happen during lease renewals beginning in May. Existing residents who renew their leases will be required to comply.• Create incentives to encourage existing residents to sign the lease addendum early• Offer linkages to cessation options to those residents who wish to quit smoking
April	Existing Resident Begin to Sign on to Policy <ul style="list-style-type: none">• Invite Live Smoke Free to give a presentation to residents regarding the benefits of policy change• Send a reminder notice to residents if necessary• Order Smoke-Free Building signs from Live Smoke Free; post signs around property
May	Policy Goes Into Effect <ul style="list-style-type: none">• Residents who renew their lease in May sign the Smoke-Free Lease Addendum• List your building on Live Smoke Free's web site• Host a smoke-free celebration or policy recognition event
June - April	Building Becomes Completely Smoke Free <ul style="list-style-type: none">• Residents sign the Smoke-Free Lease Addendum as they renew their lease• 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 have smoke-free leases by the end of April



Smoke-Free Apartment Building Policy Adoption Timeline

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 Quit Date Method usually takes 30-90 days to implement and is most often used in buildings with a majority of residents on month-to-month leases.

Timeline Utilizing “Quit Date” Method

Month

Activity

Survey Residents

- Call Live Smoke Free to discuss policy adoption process and get sample survey
- 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
- _____
- _____
- _____
- _____

Decide Policy Details

- Decide policy details to be included in the Smoke-Free Lease Addendum
- Modify Live Smoke Free’s sample Smoke-Free Lease Addendum to fit your policy
- _____
- _____
- _____
- _____

Notify Residents

- 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 and flyers. Inform them of the date the policy will take effect
- _____
- _____
- _____
- _____

Existing Residents Begin to Sign on to Policy

- Invite Live Smoke Free to present to residents regarding policy change
- Send a reminder notice to residents if necessary
- Ask existing residents to sign the lease addendum before the policy goes into effect
- _____
- _____
- _____
- _____

Policy Goes Into Effect

- Order Smoke-Free Building signs from Live Smoke Free; post signs around property
- List your building on Live Smoke Free's web site
- Host a smoke-free celebration or policy recognition event
- _____
- _____
- _____
- _____



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The smoke-free policy will go into effect on: _____
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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

- Call Live Smoke Free to discuss policy adoption process and get sample survey
- 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
- _____
- _____
- _____

Decide Policy Details

- Decide policy details to be included in the Smoke-Free Lease Addendum
- Modify Live Smoke Free's sample Smoke-Free Lease Addendum to fit your policy
- _____
- _____
- _____

Notify Residents

- 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 and flyers. Inform them of the date the policy will take effect
- Create incentive to encourage existing residents to sign the lease addendum early
- _____
- _____
- _____

Existing Residents Begin to Sign on to Policy

- Invite Live Smoke Free to present to residents regarding policy change
- Send a reminder notice to residents if necessary
- _____
- _____
- _____

Policy Goes Into Effect

- Residents who renew leases this month sign the Smoke-Free Lease Addendum
- Order Smoke-Free Building signs from Live Smoke Free; post signs around property
- List your building on Live Smoke Free's web site
- Host a smoke-free celebration or policy recognition event
- _____
- _____
- _____

Building Becomes Completely Smoke Free

- Residents sign the Smoke-Free Lease Addendum as they renew their lease
- 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
- _____
- _____
- _____