



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 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
- _____
- _____
- _____