



SMOKE-FREE LIVING

Allen County Smoke-Free Housing Project

No-Smoking Policy Implementation: Sample Timeline

This is a sample timeline and is not intended to serve as a “one size fits all” recommendation. Property managers and owners are advised to follow a timeline that works best for their community.

2-4 months out	<ul style="list-style-type: none"> • Contact local county health department, public health organization, or a smoke-free property management company for advice/assistance; survey residents for their opinions on a smoke-free policy. • Meet with legal counsel for review of policy and existing lease agreements. Select language/addendum to use for new policy and an “in effect” date. • Choose a transition plan (depending on terms of existing lease agreement) For example: Effective date for all current and new residents will be January 1 • Develop the policy Include: <ol style="list-style-type: none"> 1. Where smoking is and is not allowed. 2. Who the policy applies to (tenants, guests, staff, service persons, etc.) 3. Definition of smoking 4. Effective date(s) • Review sample enforcement plans (if available) and decide on a plan
45 days out	<ul style="list-style-type: none"> • Give residents notice • Order signage/stickers • Post flyers announcing tenant meeting
1 month out	<ul style="list-style-type: none"> • Hold tenant meeting (Optional; now or two weeks out) Have property manager explain why they are going smoke-free and explain the lease addendum • Invite local public health organizations to offer information for residents who would like to quit smoking • Begin drafting press releases with quotes from local public health organization(s) <i>(Optional)</i>
2 weeks out	Post signage at properties
“In Effect Day”	<ul style="list-style-type: none"> • New lease addendum in effect for new residents and current residents depending on on their existing lease agreement • Press release out <i>(Optional)</i> • Update advertising to include “Smoke-free building/property” amenity

Source: American Lung Association in Oregon and Multnomah County Health Department