



SMOKE-FREE LIVING

Allen County Smoke-Free Housing Project

Secondhand Smoke Communication Record

This form can be used to track everything you do, or say, to resolve problems with secondhand tobacco smoke. Be as specific as possible – include dates, times, locations, types of communication, what was communicated, and the purpose and result of the communication. Keep copies of any correspondence (letters, emails, etc.).

Date, time, location (if applicable)	Type of communication (letter, phone call, email, etc.)	Who did you talk to or write to?	What was the purpose and what did you ask for?	What happened?

Source: GASP of Colorado (Group to Alleviate Smoking Pollution)