Smokefree Policy Adoption Checklist

Creating a smokefree policy for your multi-unit housing property is easy when you have a plan and a checklist to keep you on track during the various stages in the process. The checklist below along with the sample timeline will help ensure a smooth process from the early planning stages to the final implementation of your policy.

**Contemplation Stage**

* Consider your options
* Consult with Breathe DC - your local Smokefree housing specialist.
* Visit[www.breathedc.org](http://www.smoke-freehomes.iowa.gov/) for materials and other resources. Many are referenced on this checklist and/or included with this toolkit.
* Survey your tenants. Explain why you’re considering going Smokefree, outline possible features of the new policy, and invite feedback. See our website for a sample letter.

**Adoption Stage**

* Draft policy language to add to your resident guidelines. See our website for a sample addendum.
* Seek feedback from your legal consultant, management company, and other key stakeholders within your organizational structure.
* Announce the date from which your policy will be effective. (Allow at least 30 days.)

**Implementation Stage**

* Incorporate the policy language into the appropriate documents.

o For private properties, add to the lease of all new and renewing tenants.

 o For public housing, add the clause to the house rules and have each new or renewing tenant sign the provision.

* Post signage to ensure compliance among tenants, visitors, and staff. Visit the DC Smokefree Housing website for a list of signs you can use.

**Promotional Stage**

* Check the DC Smokefree Housing website to ensure that your property is listed in the District of Columbia Smokefree Housing Directory. If not, contact Breathe DC.

**Evaluation and Maintenance Stage**

* Survey your tenants 60 to 90days after the implementation of your policy. This will aid owner/tenant relations and support compliance and enforcement. See the Appendix for a sample Survey.

Resources: U. S. Department of Housing and Urban Development, the Live Smoke Free Program of the Association of Nonsmokers-Minnesota and the Iowa Department of Public Health Smokefree Homes projects