

Sample Time Table for Implementing Smoke-free Policy in Multi-Unit Housing

Once a housing management company, authority or organization has decided to adopt a smoke-free policy for its residential properties, the next step is to develop a policy implementation plan. The **Time Table** below describes a step-by-step guide for the 12 months prior to putting the policy into effect. There is no one way to implement a smoke-free policy. The time table and steps can be easily modified to address the specific goals and objectives of the user. Please refer to the Resources section of the www.smokefreehousingnc.com website for sample documents you may find useful.

➤ 12 months before implementation

1. **Consider your policy options:** campus-wide policy, no smoking within certain number of feet from buildings, no smoking except in designated areas?
2. Develop **resident survey** to determine level of support for smoke free policies.
3. Develop **cover letter for resident survey** explaining the purpose of the survey.
4. **Send out cover letter and survey** to residents.
5. Organize the survey results and **integrate residents' feedback** into implementation plans.
6. Begin writing **letters to all owners** to obtain written permission to enforce policy on their site.
7. Write **agency letters** to seek information on requirements to implement policy.
8. Develop **new lease or lease addendum** to be used and signed by all residents; obtain legal opinion.
9. Develop and send out a **letter for staff** with notification of policy changes.

➤ 9 months before implementation

10. Hold **meetings with site staff** to discuss policy changes, answer questions and get input on policy enforcement.
11. Develop **enforcement strategies** (e.g. how you will enforce policy and the type and number of warnings you will give someone prior to lease termination).
12. Mail **written notice to residents** of upcoming policy changes.
13. Hold **resident meetings** to:
 - A. Discuss the policy and answer questions.
 - B. Explain why smoke free policies are important to protect the health and safety of all residents.
 - C. Provide information about smoking cessation resources (e.g. [North Carolina Quitline: 1-800-QUIT-NOW](#)).
14. Begin developing **signage** to be installed on all sites, including site entrances and managers' offices.

➤ 8 months before implementation

15. Develop **memo to be placed in all new lease packets** beginning 6 months in advance of policy adoption, stating that the site is converting to a smoke-free site
16. Update **management plans**
17. Mail **written notice to all staff** on implementation
18. Determine how you want to **advertise** your new policy
19. **Order signs** to be placed at sites

- **6 months before implementation**
 - 20. Begin having all new **move-ins sign memo** that was developed to acknowledge that they know the site is converting to “No-smoking” on the effective date
 - 21. Begin to develop **press releases** and talking points to be used
 - 22. Confirm that you have all **agency and owner approval** to move forward

- **3 months before implementation**
 - 23. **Notify all vendors** that smoking will not be allowed according to your policy
 - 24. Have all residents **sign the lease addendum** effective on your chosen date (HUD sites may have to be on a staggered implementation according to recertification date)
 - 25. **Send press releases** to all media explaining your reasons for going smoke-free
 - 26. **Train all site staff** with talking points and give them information to handle questions and comments
 - 27. Draft sample **lease violation letter**
 - 28. Draft sample **lease termination letter**
 - 29. Order **waste receptacles** to be used on site

- **60 days before implementation**
 - 30. Confirm that all site staff are informed and ready to go
 - 31. Follow up with media if necessary

- **30 days before implementation**
 - 32. Confirm that all signs, waste receptacles, etc., are on site and ready to be installed

Points To Remember:

- Give plenty of notice
- Go slowly; “Rome was not built in a day”
- Get owner and site staff buy-in up front
- Survey residents
- Use flyers, door hangers and memos to keep everyone informed
- Hold resident meetings
- Talk to residents as you walk the site
- Have smoking cessation resources available for all residents
- Use the materials and resources available on the NC Tobacco Prevention and Control, Division of Public Health websites: www.smokefreehousingnc.com and www.smokefree.nc.gov
- Make sure a plan is in place before you make the first announcement

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