



Ensure the smoke-free policy works

Let the community know about the new policy.

1. Educate your residents and management

A big part in ensuring the policy results in change is educating residents, guests, and potential residents about the new policy. This is especially important for enforcement reasons. Depending on how the policy is written, management or community members may be the ones who must enforce the policy. This will happen only if the community is aware of the changes. This could include media outreach, community events, newsletters, etc.

Education checklist:

- Ask your local health department staff to hold an onsite educational meeting for your residents and board members.
- Educate management and maintenance employees on how to answer questions about the smoke-free policy.
- Rewrite your lease/rental agreements to include the smoke-free rules.
- Announce the change to residents in the form of a letter or newsletter. This is a wonderful opportunity to educate residents who may want to quit about Utah's available cessations resources for quitting.

2. Post signs

The best way to let everyone know about your smoke-free policy is to put up signs.

Before you buy and put up any signs, keep the following things in mind:

- Where is smoking NOT allowed?
- How many signs do you need?
- Do your signs need to include information regarding the Utah Indoor Clean Air Act (UICAA)? What type of material should your sign be made of (i.e., wood, metal, plastic)?
- Does the property management logo need to be on the sign?
- Does property management need to approve the sign?
- Do you need to have the sign made in more than one language?
- How soon do the signs need to be up?

Here are suggestions about where you might want to put the signs:

- Common areas such as walkways, hallways, etc.
- Play areas
- Pool area
- Parking garages
- Patios/balconies/decks
- Clubhouse
- Picnic area



3. Celebrate

Host a lunch and invite those who helped make the smoke-free policy change possible to thank them for making the apartment or condominium complex a healthier place to live, work and play. You could also use this event as a “kick-off” to educate the community about the new policy.

4. Enforcement

- Handle complaints in a timely manner.
- Enforce all policies in the same way.
- Post signs.

5. Evaluation

Develop a plan to monitor how your policy is being implemented and if it is working. Once the policy has been around for a while, do not forget to sit down and evaluate how it is working. With this information, you can improve your policy and make changes to help it work better. A good monitoring plan can also provide proof of success to board members and other communities.

Evaluation checklist:

- Have management and maintenance employees been informed about the new smoke-free policy and been told how to enforce it?
- How were residents, management, and owners talked to about the new policy change?
- Were there any problems? How were they managed? Make sure you write down the dates of any problems and how they were worked out.
- Are signs in the right places? How many are up? Take pictures of the signs.
- If someone wants to quit using tobacco products, do you have resources available in the sales/rental office to let them know where they can go for help?

6. Tell others

Throughout the process, make sure you share your progress with other property management companies, homeowner associations (HOA's), and the Utah Rental Housing Association. It is important that those who were involved in passing the policy learn about its success. Share results with city and county officials, state agencies, law enforcement, and other organizations which are trying to pass similar policies.