Smoke-free Policy Adoption Checklist

A smoke-free policy protects the health of your residents and decreases the maintenance costs required after a smoker has vacated the apartment. This checklist helps you to adopt a policy easily and efficiently.

☐ Check out Utah's Smoke-Free Housing Guide and Statewide Directory website at https://tobaccofreeutah.org/smokefree-housing-worksites/#property for sample policies, surveys, notification of policy, signs and more.

☐ Find out how your residents feel about adopting a smoke-free policy. Conduct a survey to see their reactions and level of interest.

☐ Allow residents to respond, in person or in writing, to the announcement of the policy change. Hold a meeting for residents to attend and share their opinions and concerns about the non-smoking policy.

☐ Send a letter to residents explaining your intent to go smoke-free. In the letter explain what the non-smoking policy will be, results of violating the policy, your reasons for adoption and the effective date of the non-smoking policy.

☐ Create policy language to add to your lease or house rules Remember, there is no one-size fits-all policy, so choose what works best for your community and residents.

☐ Provide information on cessation resources in your area to residents who may be interested in quitting.

☐ Add a smoke-free policy to your house rules (this should occur no sooner than 30 days following the written announcement; 90 days noticed is recommended).

- For private properties, add to the lease of all new and renewing residents.

- For public housing, add the smoke-free clause to the house rules or lease addendum and have each new or renewing resident sign the lease in acknowledgement of the policy.

☐ Post proper signage to ensure your residents and their guests are aware of the smoke-free policy. Call us for FREE signage at 801-538-6754.

☐ Add your community to the Utah Smoke-free Housing Directory at: https://tobaccofreeutah.org/smokefree-housing-worksites/#search and attract residents looking for smoke-free apartments. The directory application can be found by linking here

- Call the Utah Department of Health at 801-538-6754 and staff will add your smoke-free listing to the directory for you. Your directory application may also be emailed by linking here.