



# NO-SMOKING POLICY ADOPTION TIMELINE

## STEP-BY-STEP GUIDE AND SAMPLE RESOURCES FOR OWNERS AND MANAGERS IN JEFFERSON COUNTY, COLORADO

This sample timeline provides steps that can be adopted as managers and owners deem best for their property. Contact Jeffco Public Health for help adapting this guide to your property needs.

TIMELINE	ACTIVITIES	RESOURCES
<b>PHASE I: PLANNING</b>	<b>ENGAGE RESIDENTS &amp; STAFF</b> <ul style="list-style-type: none"> <li>□ Survey residents' needs as your property transitions to no-smoking and involve them in the process</li> <li>□ Hold a resident meeting to explain no-smoking policy and lease addendum</li> <li>□ Educate maintenance staff, administration, and other key partners about no-smoking policies</li> </ul>	Sample survey  Request presentation from Jeffco Public Health  Policy development assistance available  Sample lease addendum
	<b>DEVELOP POLICY</b> <ul style="list-style-type: none"> <li>□ Use the included sample lease addendum or modify it to fit your policy; be sure to have a broad smoking definition</li> <li>□ Decide on plan for a quit-date or phase-in policy implementation, enforcement tools</li> <li>□ Have legal counsel review language of policy and lease agreements</li> </ul>	
<b>PHASE II: PREPARATION</b>	<b>NOTIFY RESIDENTS</b> <ul style="list-style-type: none"> <li>□ Give residents notice of the date the policy will take effect through letters and flyers</li> <li>□ Begin implementing policy with new residents by having them sign a lease addendum as they move in</li> </ul>	Sample notification letter  Request free materials from Jeffco Public Health
	<b>POST SIGNAGE</b> <ul style="list-style-type: none"> <li>□ Free "No-Smoking" signs and flyers, cessation materials available from Jeffco Public Health</li> <li>□ Put up signs, flyers, banners to remind residents of new policy and effect date</li> </ul>	
<b>PHASE III: ACTION</b>	<b>PROMOTE NO-SMOKING POLICY</b> <ul style="list-style-type: none"> <li>□ Issue press release or host other policy recognition event, such as a celebration on policy "in effect" day</li> <li>□ Update building advertisements to include new "no-smoking" amenity</li> <li>□ Take advantage of free property listing on <a href="http://www.mysmokefreehousing.com">www.mysmokefreehousing.com</a></li> </ul>	Sample press release  Sample enforcement language and violation letters
	<b>ENFORCE POLICY</b> <ul style="list-style-type: none"> <li>□ Visit the property and perform inspections to ensure compliance</li> <li>□ Send violation notification to residents out of compliance</li> <li>□ Enforce as you would any other lease agreement violation</li> </ul>	



More information available online at [www.JeffcoSmokeFreeHousing.com](http://www.JeffcoSmokeFreeHousing.com)