

# SMOKE FREE

## POLICY ADOPTION CHECKLIST

Creating a smoke free policy for your multi-unit housing property is easy when you have a plan. The steps below will help ensure a smooth process from the early planning stages to the final implementation of your policy.

### GET SET FOR SUCCESS

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- Call your local smoke free housing specialist. See contact information below.
- Visit **SmokeFreeHomes.iowa.gov** for materials and other resources. Many are referenced on this checklist.
- Survey your tenants. Explain why you're considering going smoke free, outline possible features of the new policy and invite feedback. See our website for a sample letter.

### CREATE YOUR POLICY

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- 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.)

### IMPLEMENT YOUR POLICY

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- Incorporate the policy language into the appropriate documents.
- Post signage to ensure compliance among tenants, visitors and staff. See our website for a list of signs you could use.

### REAP THE BENEFITS

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- Check our website to ensure that your property name now appears on the Iowa Smoke Free Homes Registry. If not, call your local contact.
- Survey your tenants 60 to 90 days after the implementation of your policy. This will aid owner/tenant relations and support compliance and enforcement. See our website for a sample letter.

Iowa's Smoke Free Homes has experts on smoke free housing in many areas of the state. Visit **SmokeFreeHomes.iowa.gov** or call all **515-281-6225** to learn more.

