

# How to Adopt a No-Smoking Policy

Healthy Housing  
Nevada County



Smoke-free Apartments-  
Good for Business, Good  
for Health

## Steps You Can Take to Adopt a Smoke-Free Policy

- STEP ONE: Survey your residents to find out if there is demand for a smoke-free policy
  - **Contact us here at the tobacco prevention program. We can conduct the survey for you!**
- STEP TWO: Decide on the best plan for your complex
  - How many (and which) buildings/units will be nonsmoking?
  - Will you have a designated outdoor smoking area? If so, where will it be?
  - Will you phase in the nonsmoking units all at once or as new residents move in?
  - What action will you take if the new policy is violated?
- STEP THREE: Give notice to all tenants
  - Give tenants at least 30 days: 60 or 90 days is even better.
  - Hold a meeting or talk to tenants individually about the new policy.
  - Send each tenant a written copy of the new policy and post information about the policy in **common areas**.
  - **Have tenants sign an agreement or lease addendum outlining the new policy. We can provide you with a sample lease addendum!**
- STEP FOUR: Implement the policy
  - Place No Smoking signs around the property. **We can provide you with FREE signs!**
  - Include the policy in all new leases.
  - Continue to educate tenants and let them know how to report violations.

[www.nctobaccofree.com](http://www.nctobaccofree.com)

### NEED HELP?

*Nevada County Tobacco Use Prevention Program is here to help.  
We can provide support and guidance through the entire process.*

Contact Shannon Glaz @ (530) 265-1451/ [Shannon.Glaz@co.nevada.ca.us](mailto:Shannon.Glaz@co.nevada.ca.us)