# resident INFORMATION SHEET

## Smoke-free policies protect the health of residents and staff by preventing secondhand smoke in their homes.

## Understanding the smoke-free policy

Smoke-free policies do not require smokers to stop smoking, but it limits where they are allowed to do so. The policy does not allow any smoking:

* Inside the building
* Inside individual units
* On balconies or patios
* Within 25 feet of the building
* Other (depending on specific policy)

This includes:

* Cigarettes
* Cigars
* Pipes (includes water pipes also known as hookahs)
* Any lighted smoking equipment, including tobacco, marijuana, or other combustible products
* Other (depending on specific policy)

Smoking is allowed:

* More than 25 feet from buildings
* Other (depending on specific policy)

Everyone in or near the building must follow the policy, including:

* Residents
* Staff
* Guests
* External contractors and vendors

Residents are responsible for their guests or external contractors’ adherence to the policy.

## If someone smokes…

Someone who smokes where smoking is prohibited is violating the policy. Evidence of the violation is required for enforcement to take place. Violations result in a formal enforcement process, and housing staff will take these steps:

* Verbal warning:  An informal warning may be provided, but this is optional.
* First violation: A formal, written warning, signed by staff and the resident, becomes part of the resident’s file.
* Next violation: A second formal, written warning, signed by staff and the resident, becomes part of the resident’s file.
* Referral for legal action: After [specific number of violations] the legal eviction process will begin.

Housing staff conduct smoke-free policy violation checks when performing maintenance or repairs.

## To report a violation

Housing staff will provide information on how residents can report a suspected violation,

Housing staff are responsible for investigating all reports of suspected violations.

* A report does not result in a violation unless housing staff have adequate evidence.
* If a violation has occurred, the established enforcement process will be followed.

Residents with questions or concerns about the smoke-free policy, or who would like more information, should contact housing staff.

## Resources

**American Cancer Society** www.cancer.org

**American Lung Association** www.lung.org

**CDC Office on Smoking and Health** www.cdc.gov/tobacco/about/osh/index.htm

**US Surgeon General Report** [www.surgeongeneral.gov/library/reports/secondhand-smoke-consumer.pdf](http://www.surgeongeneral.gov/library/reports/secondhand-smoke-consumer.pdf)

**Information and professional assistance for people trying to quit smoking (Smoke-free.gov)** smokefree.gov/

**The Building Success project** supports efforts to implement smoke-free policies by sharing practical ideas and insights from housing providers and residents who went smoke-free. Learn more atwww.BuildingSuccessSmokefree.org**.**