



SMOKE-FREE FACILITY TIMELINE

Recommended timeline for the implementation of a smoke free facility policy.

DATE	TASK	
	Internal review of lease, rules and regulations, other research regarding notice and implementation.	
	Review proposed change to smoke-free policy with staff and managers.	
	Contact representative state agency or local government agency regarding smoking cessation programs.	
	Review timeline for implementation.	
	Send program managers to smoking cessation training.	
	Review and identify designated smoke area(s) that comply with the smoke free facility policy.	
	Order appropriate signage for smoking areas, building, etc.	
	Prepare lease addendum, resident letter, FAQs, building notices	
	Advance notice to agency partners, alderman, state reps, other affected constituents	
	Notice to existing residents regarding smoke-free initiative (letter, FAQs). Press Release. Begin using new lease addendum forms for all new tenants.	
	All designated smoking areas established and shelters installed.	
	Second notice of implementation of smoke-free initiative (letter + copy of new house rule)	
	Assemble Quit Smoking Package for resident smokers. Schedule classes through Chicago Respiratory Health Association.	
	Offer free smoking cessation programs or links to smoking cessation.	
	Implementation of Smoke Free Facilities	