



**Smoke-Free Policy  
for  
Franklin County Housing Authority  
Franklin County, Pennsylvania**

To promote the quality of air and the safety of residents in Meadow Creek, Valley View Village and Village Green, the Franklin County Housing Authority has declared that all public housing units, and Housing Authority owned community centers and offices located in Chambersburg and Waynesboro, PA are smoke-free buildings. Smoking is not permitted in any building including apartments [except for residents with temporary exemptions from this policy, as described below]. Smoking is only permitted in areas that are at least 20 feet from any entrance or window and outside of the buildings.

Adopted:



## Smoke-Free Housing Policy

Page 2

1. Smoking is not permitted in Housing Authority buildings, including apartments, in accordance with the following guidelines. Effective January 1, 2012, all current residents, all employees, all guests, and all new residents of Franklin County Housing Authority Public Housing after this date will be prohibited from smoking inside the buildings including the housing units. Any current resident as of January 1, 2012 who smokes must sign and date two (2) copies of the temporary smoking exemption form allowing them to smoke in their apartment. One copy will be returned to the Housing Authority office for placement in resident's file. This exemption will continue only until the date of the resident's lease renewal in 2012, at which time the smoke-free policy will also apply to the resident.
2. Any resident with an approved exemption must not smoke in any unit other than their own. Any resident with an approved exemption must not allow anyone not on their lease to smoke in their unit at any time; this includes guests and other residents.
3. Any deviation from the smoke-free policy by any tenant, a member of their household, or their guest will be considered a lease violation. Three (3) violations will result in eviction. A cleaning charge of \$250. will be added to the tenant account for each violation..
4. "No Smoking" signs will be posted outside and inside the buildings.
5. Smoking outside any Housing Authority building including housing units is limited to the following area(s): 20 feet from any entrance or window, or public sidewalks.
6. If a resident smells tobacco smoke in any building, they are to report this to the office as soon as possible. Management will seek the source of the smoke and take appropriate action.
7. For the health and safety of the Franklin County Housing Authority employees and their representatives, no resident shall have any type of tobacco or related product burning at such time as any employee or representative of the Franklin County

Housing Authority enters and remains in their housing unit. If any resident refuses to put out the burning tobacco or related product prior to the employee or representative entering the unit, or if the resident lights a tobacco or related product while an employee or representative remains in the apartment, the employee or representative shall vacate the apartment immediately and not return until such time as there is no longer any tobacco or related product burning. This may result in a delay of services to the apartment.

8. New residents will be given a copy of the smoke-free policy. After review, the tenant will sign the Smoke Free lease addendum, a copy of which will be kept in the resident's file.

9. Upon adoption of this policy, all residents presently living in Public Housing units will be given a copy of the policy. After review, the resident will sign the Smoke Free Lease Addendum and if applicable, the Exemption form. Both will be placed in the resident's file.



## TEMPORARY SMOKING EXEMPTION FORM

Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_

As a current resident of Franklin County Housing Authority Public Housing and a smoker, I am requesting a temporary exemption from the smoke-free policy adopted on April 1, 2011. I understand that my exemption will only apply to me and not to my guests. I also realize that my exemption will only allow me to smoke inside my own unit or 20 feet away from any entrance or window outside the building.

Further, I understand that should I transfer to another unit, or should I leave as a resident and then return as a new resident at a later time, my exemption will be permanently lost.

Further, I understand that this exemption is temporary and will expire on the date of my lease renewal in 2012, at which time I will be required to adhere to the smoke-free policy adopted on April 1, 2011.

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_