



## A Landlord's How-to Guide: Smoke-Free Policy Enforcement

### Enforce Provincial Smoke-Free Legislation

Owners and managers of apartment buildings have a legal responsibility to prevent people from smoking in common areas or entranceways of apartment buildings under the Smoke-Free Places Act. They are not held responsible if it can be demonstrated that they have taken reasonable steps to prevent smoking from occurring in areas where it is prohibited by law.

#### Some tips for ensuring smoke-free areas include:

- Notifying residents of the smoke-free areas.
- Posting signs.
- Removing ashtrays from areas in which smoking is banned.
- Reminding smokers to smoke at least 4 meters away from the building.

The Smoke-Free Places Act does not apply to the private dwelling units but does apply to areas that are common to all tenants, workers and guests of the building.

### Quick Fixes to Reduce Smoke Transfer

**Here are some suggestions for reducing smoke transfer between units. Keep in mind these are only interim measures and will not eliminate the problem:**

- Install weather-stripping around doors and windows.
- Fill or patch cracks in walls, ceiling, and inside of cabinets on common walls.
- Insulate the air spaces around plumbing pipes.
- Insulate and place covers over electrical outlets.
- Check the structure of your residence as sometimes structural weaknesses will allow second-hand smoke.

- Ensure the building ventilation system is working efficiently by:
  - Cleaning, changing or installing new filters in the ventilation system.
  - Adding more fresh air intake into the ventilation system.
  - Restricting the amount of air exhausted through the ventilation system from the units of tenants who smoke.

Visit the [Canada Mortgage and Housing Corporation website](#) for useful tips on addressing indoor air quality issues in apartments.

View the [US Indoor Environmental Engineering website](#) for information on how to reduce second-hand exposure in a multi-unit dwellings.

Download our fact sheet on the benefits of going smoke-free from the [Landlord Resources](#) section of our website to distribute to staff or tenants.