

Memorandum

TO: Residents of Manors I, II and III

FROM: Kathy Loscheider, Executive Director

RE: Smoke-Free Housing Environment

DATE: May 28, 2008

It has been one year since Christian Care announced smoking would be prohibited in all residential apartment units on our campus beginning June 1, 2008. Since June is fast approaching, this memorandum serves as an additional reminder of the restriction that will become effective this coming Sunday.

The handbook rule reads as follows: Beginning June 1, 2008, smoking is prohibited inside all residential apartment units and inside all buildings on the Christian Care – Phoenix campus. Smoking is also prohibited on apartment patios and balconies. **Smoking is restricted to specific designated outdoor areas, where receptacles are provided for the proper disposal of smoking materials.** The non-smoking rule applies to all residents, staff and visitors. Violation of the non-smoking rule is a violation of the lease agreement.

We have instituted outside smoking areas throughout the Christian Care campus. The smoking areas consist of a bench with a cigarette butt stand and a “smoking area” sign. If you are unsure of the location of smoking areas, please contact Sheila Asala, Services coordinator or Jessica Duran, Apartment Manager.

I thank you in advance for your careful observance of the non-smoking regulation and I look forward to a healthier indoor environment for all.