SAMPLE LOG SHEET

Document your efforts to address second-hand smoke infiltration

You can use this form to document when the smoke enters your home from a neighbouring unit, or when you receive complaints from tenants regarding second-hand smoke. Document everything you do or say to resolve the problem(s), including talking to your tenants. This information will be useful if you decide to make an application to the Ontario Landlord and Tenant Board.

Include dates, times and names of all people who you communicate with, and be sure to keep copies of all correspondence for your files.

When documenting each incident, answer the following questions:

1. Where is smoke coming from and how it is entering the unit? Include dates and times.
2. How is the smoke affecting the health of you, your family or the tenant in question?
3. How is the smoke interfering with the use and enjoyment of the unit?
4. What have you done to try to rectify the problem (communications or steps taken, i.e. sealing cracks and gaps)?
5. What happened?

Date	**Time**	**Notes**
Sept 2, 2008	8:00 am	Complaint received yesterday from Mrs. Carnegie in unit #5 about smoke from unit #3. Seems to be entering her unit from bathroom vanity. Sealed vanity in unit #5 with caulk, and will request entry to unit #3 next week to investigate and possibly seal vanity there too.