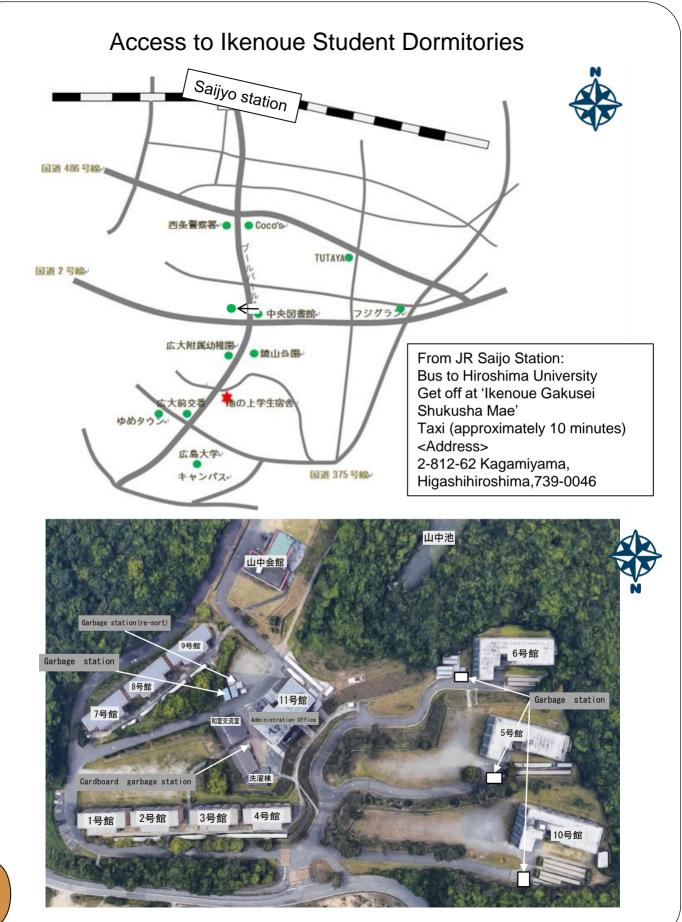
Ikenoue Student Dormitories Guidebook 202404

Hiroshima University Education Office Department of Educational Affairs Student Services Group

For a video introducing the rules of Dormitories, please scan this QR code.





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Introduction

Ikenoue Student Dormitories were established with the aim of offering lodgings that are suited to students' study, and allow them to experience life as responsible citizens.

The dormitories are made up of western-style individual rooms that respect the students' right to live as an individual. At the same time, as there are ten to twenty people living on each floor, the dormitories also offer a communal living environment. While there are various systems and restrictions set for the communal living areas, as Japanese students and international students with differing cultures and customs live together in the dormitories, it is crucial that residents possess a high level of mutual understanding and tolerance. By taking just a little care, such as showing compassion toward others and making efforts to think of other residents before acting, life in the dormitories will become meaningful and enjoyable.

In the communal living areas there will sometimes be cases where there is conflict between residents over noise from neighbors or the way communal areas are used. If you have a concern or issue, we encourage you to discuss it with the other party or those around you, rather than keeping it to yourself. If the issue cannot be resolved through discussions, it can be raised as a topic at the Floor Meeting, or you can discuss it with the Student Dormitories Caretaker. In addition to discussing issues with you, we are more than happy to provide any support whenever required, so please feel free to visit us in the Administration Office or the Students Services Group, Department of Educational Affairs, Education Office (3rd floor, Student Plaza).

In the future you will be graduating to start your life outside of university, and the things you learn during this experience of communal living in the student dormitories will be extremely valuable. Interacting effectively with others, working together, thinking of others before acting, and taking into consideration 'the big picture' are not things that come easy, but during your time living in the dormitories we hope that you gradually learn these.

You have been granted the right to live in the dormitories as the result of an extensive selection process involving many candidates, so during your time in the dormitories please do not forget that there were many people who were unsuccessful in their application to live here.

This Ikenoue Student Dormitories Living Guide contains all the necessary information for living in the dormitories. Please read through it carefully, and keep it handy so that you can refer to it as needed while living here.

> Students Services Group, Department of Educational Affairs, Education Office

Facilities

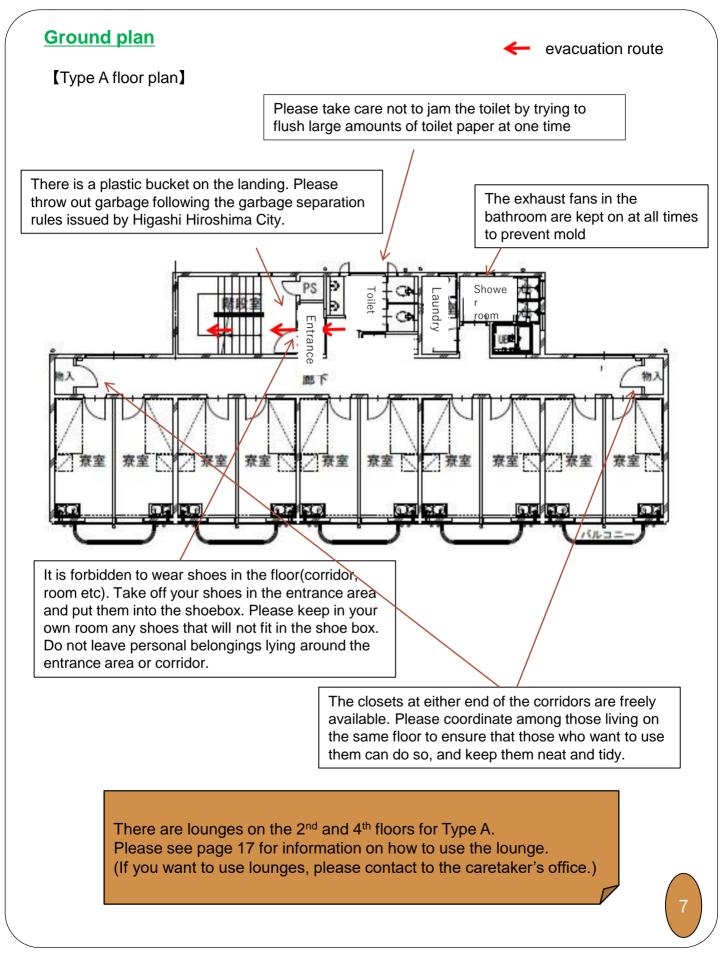
区 分 Classification	1 号館 Building No. 1	2 号館 Building No. 2	3 号館 Building No. 3	4 号館 Building No. 4	5 号館 Building No. 5	6 号館 Building No. 6	7 号館 Building No. 7	8 号館 Building No. 8	9 号館 Building No. 9	1 0 号館 Building No. 10	11号館 Building No. 11	管理・共用等 Management, Common Facilities
Туре	A	A	A	А	В·D	В·D	A	A	A	В·D	С	
居住施設 Dormitory Room	居室10㎡ 10㎡ 46室 46 rooms 該話室 Common Room 洗濯室 Laundry	居室10㎡ 10㎡ 46室 46 rooms 該話室 Common Room 洗濯室 Laundry	居室10㎡ 10㎡ 46室 46 rooms 該話室 Common Room 洗濯室 Laundry	談話室 Common Room 洗濯室 Laundry	補食室 Dining Room 談話室 Common	居室12㎡ 12㎡ 100室 100 rooms 補食室 Dining Room 談話室 Common	談話室 Common Room 洗濯室 Laundry	居室10㎡ 10㎡ 36室 36 rooms 該話室 Common Room 洗濯室 Laundry	談話室 Common Room 洗濯室 Laundry	補食室 Dining Room 談話室 Common	居室14㎡ 14㎡ 100室 100 rooms 該話室 Common Room 洗濯室 Laundry	倉庫 Storeroom 電気室 Electrical Room 洗濯室 Laundry Room 交流室 Exchange Room 山中
共用施設 Common Facilities	Room 浴室, Bathroom 便所 Toilet 物入れ Cupboard	Room 浴室 Bathroom 便所 Toilet 物入れ Cupboard	Room 浴室 Bathroom 便所 Toilet 物入れ Cupboard	Room 浴室 Bathroom 便所 Toilet 物入れ Cupboard	Room 洗濯室 Laundry Room ラウンジ Lounge 浴室 Bathroom 倉庫 Storeroom	Room 洗 aundry Room ラウンジ Iounge 盗 Bathroom 倉庫 Storeroom	Room 浴室 Bathroom 便所 Toilet 物入れ Cupboard	Room 浴室 Bathroom 便所 Toilet 物入れ Cupboard	Room 浴室 Bathroom 便所 Toilet 物入れ Cupboard	Room 洗濯室 Laundry Room ラウンジ lounge 浴室 Bathroom 倉庫 Storeroom	Room 事務室Office	711-7~-7
定 員 Capacity	4 6 人 46 people	4 6 人 46 people	4 6 人 46 people	4 6 人 46 people	100人 100 people	100人 100 people	36人 36 people	36人 36 people	36人 36 people	100人	100人 100 people *身体障害者 用 Physically handicapped person 2人 2 people	

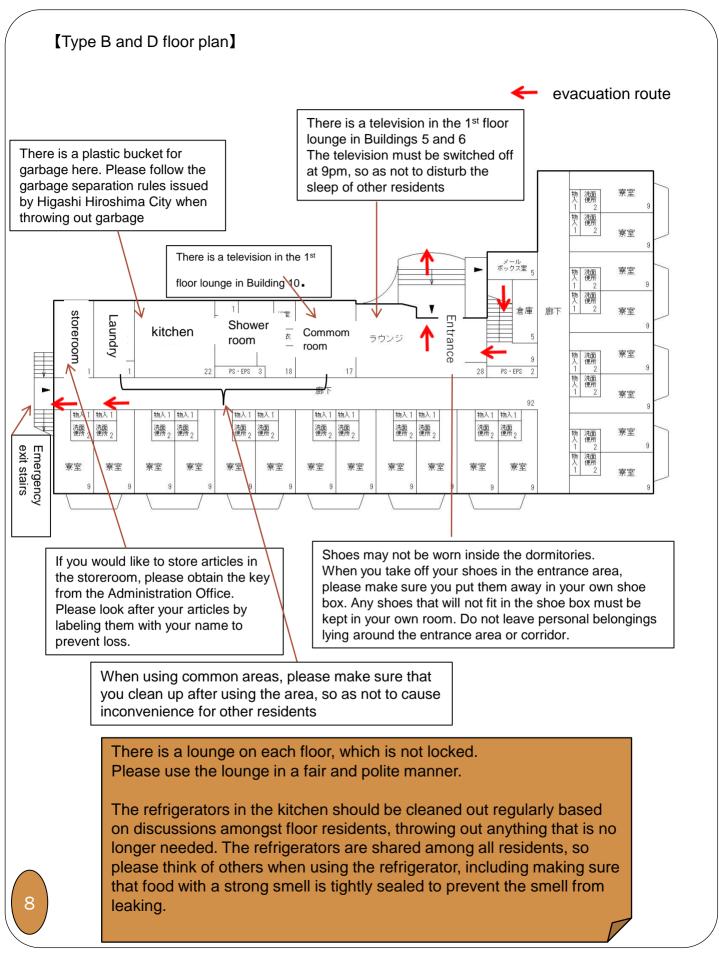
Dormitory Room Facilities

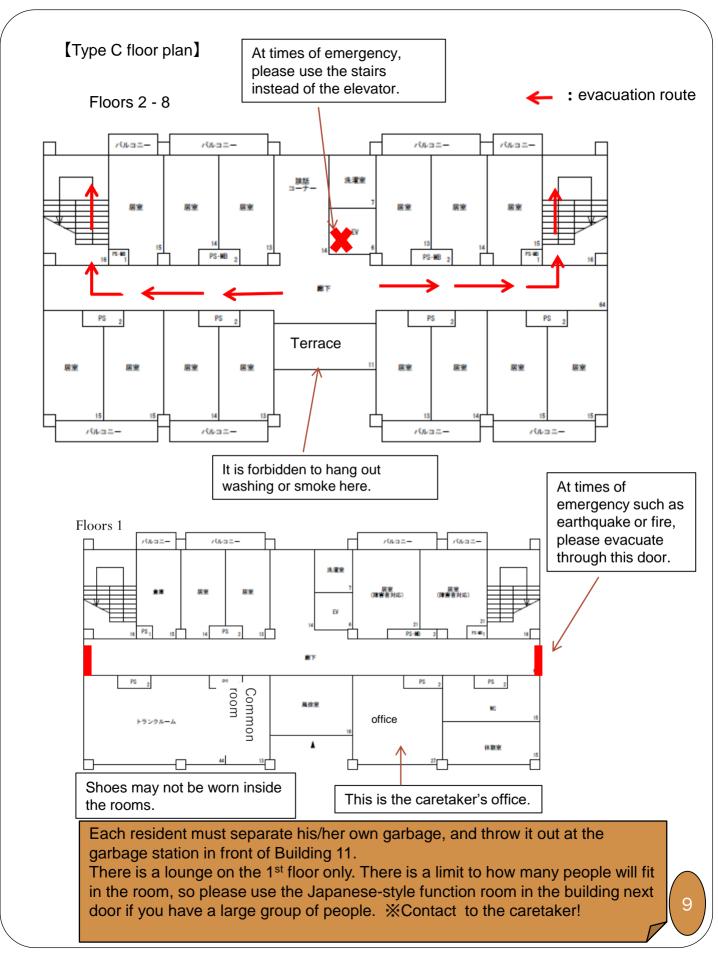
		=n. /#
	室 数 No. of Rooms	設備 Equipment
A タイプ	292室 292 rooms	棚付きベッド, 机, 椅子, ロッカー, 網戸, 電話機, テレビ用端子 カーテンレール, 物干し場(バルコニー), 冷暖房機, ミニキッチン Bed with shelf, desk, chair, locker, screen door, telephone, television terminal, curtain rail, balcony (clothes-drying place), air conditioner and heater, mini-kitchen
B D タイプ	300室 300 rooms	ベッド(マットレス無し), 机, 椅子, 網戸, 電話機, テレビ用端子 カーテンレール, 物干し場(バルコニ-), 書籍棚, 冷暖房機, 洗面所 洋式水洗トイレ, 物入れ Bed (No mattress), desk, chair, screen door, telephone, television terminal, curtain rail, balcony (clothes-drying place), bookcase, air conditioner and heater, wash room, Western-style toilet, cupboard
C タイプ	100室 100 rooms	ベッド(薄めマットレス), 机, 椅子, 網戸, 電話機, テレビ用端子, カーテンレール, 物干し場(バルコニ-), 冷暖房機, 洗面所, 風呂, 洋式水洗トイレ, ハンガースペース Bed (Thin mattress), desk, chair, screen door, telephone, television terminal, curtain rail, balcony (clothes-drying place), air conditioner and heater, wash room, bath, Western- style toilet, hanger space

Common facilities

洗濯棟	ランドリー,乾燥機
Laundry Pavilion	laundry machines and dryers
交流室(和室) Exchange Room (Japanese-style room)	座卓,座布団,テレビ,ミニキッチン tatami-room table and cushion, TV, mini-kitchen
山中フリースペース	テーブル,椅子,卓球台,自動販売機コーナー
Yamanaka Free Space	table, chair, table tennis level, Vending Machine Corner
自動販売機コーナー	清涼飲料水, カップめん
Vending Machine Corner	Soft drinks, Cup noodles







People involved in the student dormitories

During the day there is a caretaker at the dormitories, and at night there is a guard. The Student Services Group on the 3rd floor of the Student Plaza also provide living support on campus for the dormitory students. Please feel free to consult with us should you have any issues during your time at the student dormitories.

■Administration Office (1st floor, Building 11)

The Administration Office is staffed by a caretaker during daytime hours (8:30 - 17:15) and a guard at night (17:15 - 8:30) and on weekends and public holidays. They will also handle any issues related to breakages or repairs. However, please be aware that submission of Notice of Residency or Notice of Departure, payment of utilities or accommodation fees and other office functions are only possible during the hours when the caretaker is in the office.

<<Caretaker office hours>>

Monday – Friday (weekdays) 8:30am – 5:15pm Tel: 082-424-6148 (extension within the dormitories: 1111) Cell phone: 080-5759-3060

Security Guard's Office (1st floor, Building 11, at the back of the Administration Office)

There is a guard in the Security Guard's Office, who works to ensure the safety of the dormitories, mainly at night and on weekends/holidays.

<<Guard office hours>>

Night 5:15pm - 8:30am (next day)

% The guard goes on patrols of the dormitories at 9:30pm and 7:00am.

(On weekends, public holidays, end-of-year holidays and summer holidays there are also patrols at 10:00am and 2:00pm).

※ The guard takes naps from midnight to 6:00am.

■ Student Services Group (3rd floor, Student Plaza, Hiroshima University)

The Student Services Group provides overall living support for students. This is the contact point whenever you have a problem. They will work to resolve any issues by contacting the relevant organizations on campus and externally.

Tel: 082-424-6146, 5794

■Cleaning staff

We also have cleaning staff who clean the common areas and ensure that equipment is complete. They act as advisors for residents' cleaning and. Please contact the cleaning staff on duty or the Administration Office if you don't know how to sort and throw away your garbage.

Please make efforts to ensure that you clean your own room and keep it clean at all times.

Floor Leader

Each floor has one selected floor leader. Please follow his/her instructions.(garbage duty etc)

Moving In

- Once you have received permission to live in the dormitories, please move in by the designated date.
 If you do not move in by the designated date and do not have a valid reason for the delay, your residency here will be cancelled.
- The room that you will live in is decided in advance and cannot be changed.
- You can receive your room key at the Administration Office by submitting your acceptance document. You will need to return the key when you move out of the dormitories, so please take care not to lose it.
- Your room has been returned to its original state by the previous resident. Nonetheless, please check the room when you move in. If there are any abnormalities, please fill in the Ikenoue Student Dormitories Repair Form that you receive when you move in, and submit to the Administration Office within 7 days of moving in. This form needs to be submitted even if there is no need for repair.
- Once it has been decided that you will moving in to the dormitories, please submit the following documents to the Administration Office within one week:
 - 1. Ikenoue Student Dormitory Repair Report
 - 2. Parking Space Application (Motorbike and/or bicycle)

We would like to ask any student who has not yet submitted the Hiroshima University Accommodation Fee Automatic Payment Application Form that was handed out together with the Residency Permission document to submit it as soon as possible.

- The dormitories are equipped with a bed, desk, chair, air conditioning, book shelf, etc. Students are forbidden from altering such installations or removing them from the room.
- We ask students to bring their own bedding (quilts, pillow, covers, etc), washing goods, towels, chopsticks , plates and other personal items, as well as umbrella, clothes and any other personal effects, as these are not provided.

*The items listed above are considered the minimum items for living in the dormitories. We also recommend that you bring your personal stamp (seal), health insurance card (remote area health insurance card), something that indicates your history of infectious diseases and vaccinations (for example, a copy of your maternity health record book: this enables checks of your immunity when infectious diseases are prevalent, to prevent unnecessary concern), and household medicines (internal medicines are not kept in the administration office due to concern of possible side-effects, etc).

• Please take the time to pay a visit to your neighbors on both sides, when you move in. In many cases, people living around you will be able to hear noise when you move in, as well as general noise from your room. So it is a social custom to politely apologize in advance to your neighbors when you move in.

• If you have any questions, please ask at the Administration Office.

Internet

• If you would like to use the Internet, please directly apply to Ryo-Net. if you have any questions please call the following numbers:

Ryo-Net Chuo Tsushin Systems (CTS) 200466-28-3699

Ikenoue Student Dormitories Rules (hints for residency)

While all the rooms in the student dormitories are private rooms for individuals, this is also a communal living space for a large number of students. Try to think not just about yourself but about those you are living with, paying consideration to whether or not what you are doing will inconvenience anyone else. Make efforts to think about others and have friendly discussions on how you can all live together comfortably, to make this a more pleasant and enjoyable place for everyone.

We also encourage you to greet each other if you meet in the corridor and staff, thank anyone who does something for you, and make a comment if you notice something or see that someone has made a mistake. In other words, we would like you to use the dormitories as a place of growth, where each resident treats others kindly, with a strong awareness of your position as a respectable Hiroshima University student.

In principle all residents must participate in fire drills, evacuation drills and Floor Meetings held at the dormitories. Please be aware that those students who are absent without a valid reason may be evicted from the dormitories.

- Overall dormitory rules [Fire prevention, crime prevention]
- Fire drills are held once or twice a year. We ask residents to make sure they participate and work toward disaster prevention.

• Please take great care whenever using fire, and make sure you know where the fire extinguishers, evacuation equipment and evacuation routes are.

• If the alarm in your room rings, please inform the Administration Office immediately. If necessary, please start initial efforts to put out the fire.

· All areas in the dormitories are non-smoking.

• Buildings 5 and 6 are the wings for female residents, Building 11 is male and female, and all other buildings are for male residents. As a crime prevention measure, those of the opposite sex who have not received permission are not allowed in the buildings occupied by the opposite sex.

In particular, only males (including guardians) who have a special reason (moving in, etc) are permitted to enter the female wings. Males who do enter the female wings are required to carry with them at all times the permit that is issued at the Administration Office. If you see anyone who is not carrying the permit, please notify the Administration Office immediately.

Residents who allow a member of the opposite sex into the building without permission may receive an eviction recommendation notice.

• Any behavior that causes inconvenience to other residents, such as instrument performances, rough behavior, and loud noise, is expressly forbidden in the dormitories (including the communal facilities).

• Please avoid going out late at night as much as possible. If you must go out, please take crime prevention measures, such as taking a friend with you.

• Please do not leave the front door of the building open. In particular, residents of Buildings 5, 6 and 10 should make sure that the door is closed when they enter or leave the building.

• Residents are asked to be responsible for looking after their own valuables. Please lock your doors and windows, not only when you are going out or going to sleep, but also whenever you are away from your room (those living in 1st floor rooms should take particular care).

• It is not permitted to make copies of keys or lend them to other people without authorization. If you lose your key, please report the loss to the Administration Office together with your student card.

• Do not leave garbage, cardboard boxes, magazines, shoes, etc, in the corridors or clothes drying areas (balcony). In particular, the 1st floor clothes drying areas (balcony) are prone to outbreaks of suspicious fires so please take care.

• Underage drinking of alcohol and smoking are forbidden by law. It is prohibited to force people to drink.

Although residents may be of legal age, smoking is prohibited in the dormitories. Please smoke in the designated areas.

• It is prohibited by law to possess, ingest or trade cannabis or any other drugs, narcotics or medications belonging to the same category.

Naturally, any other illegal behavior is also prohibited.

Overall dormitory rules [Other]

• Regular notices and announcements can be found on the bulletin board at the entrance on the first floor of each building, or on the electronic bulletin board My Momiji, as well as the Ikenoue Student Dormitories homepage. Please make sure you check for new information each day.

• It is forbidden to wear shoes in the dormitories. Please take off your shoes at the entrance, put them in the shoe box, and wear slippers/indoor shoes in the dormitories.

• Do not leave your shoes in the entrance or the corridors. Shoes that are left even after warnings are given will be collected. They will be stored for a certain period, and if not collected will be disposed of. So please make it a habit to put away your shoes.

• Do not leave any private articles in the corridors, kitchen, stairs or other areas, as they will get in the way when there are evacuations.

• It is prohibited to park anywhere on the Ikenoue Student Dormitories grounds. Dormitory residents have been accepted in the dormitories for financial reasons, so residents can't have their cars in the dormitory.

• Bicycles and motorbikes are limited to one per person. You can obtain permission to park in the designated parking area by applying and registering with the Administration Office.

Please submit documents "Parking Space Application (Motorbike and/or bicycle)".

Bicycles or motorbikes that do not have parking permits and therefore whose owner is unknown will be removed. Any bicycles or motorbikes that are parked in locations other than the designated parking areas will receive a warning. If they still remain parked in undesignated areas after the warning they will also be removed.

- There is no curfew. However please ensure that you do not cause any inconvenience to other residents if you are arriving at or leaving the dormitories late at night or early in the morning.
- Pets (dogs, cats, other small animals, fish, reptiles, etc) are forbidden.
- When submitting items to be posted, please make sure you indicate the room number and building number, and ask those sending mail to you to do the same.
 Mail may be returned to the sender if the room number is not indicated.
- The Administration Office does not keep parcels on your behalf, such as mailed items or deliveries.
- Mail items will be delivered to your mail box. Please check your mail box regularly, and take your mail back to your room promptly, to avoid theft.

• When you move out, please take anything with you (personal equipment, etc) that you brought when you moved in, or dispose of by organizing collection by a waste disposal company, etc. It is expressly forbidden to illegally dispose of motorbikes, bicycles, televisions, refrigerators, etc. If it is found that there has been illegal disposal, you will have to pay all removal and transportation costs as well as the cost of disposal.

• The floors (in rooms and other floors) are not waterproof. Please be careful because if you pour water over the floors when cleaning them, water will leak into the floor below. When there is careless water leakage, it will not only impact residents living below and next door, you will also be required to pay for repairs to the ceiling and floor. Please take care.

 \cdot Posting of personal notices is not permitted in the dormitories. If you would like to post information for other residents about student dormitory events, etc, please consult with and obtain permission from the Administration Office.

· No solicitation or sales are permitted in the dormitories.

☆☆Please contact the office in the following situations 2082-424-6148 ☆☆

- · Loss or breakage of buildings, attached facilities, equipment, etc.
- Natural disaster or other abnormal occurrence
- A gas warning device, emergency warning device, or other device's alarm has sounded
- There is an outbreak or potential outbreak of an infectious disease in the dormitories
- Any other emergency situation

About the garbage duty

All residents have to sort and throw away their trash.

And The person who is on duty for garbage have to check whether the garbage was separated correctly. If it was not, he have to re-separate it. After that, he brings the garbage to the garbage station.

(Schedule of duty for garbage will be prepared in advance)

- What you have to do when you are on duty -

- \cdot See the plastic buckets and when some of them are full, change the bags for new ones.
- Separate the garbage and carry the full garbage bags to the garbage station on Sunday.

 \cdot If there are some unsorted garbage bags you took from your floor and you got a notice to again separate them from myMomiji, go to the brown garbage station opposite the No.11 building by the deadline to separate garbage.

* About Landfill / Noxious / Oversized garbage

For small trash, put them in the fixed trash box. (The cleaning staff collects it regularly) For large garbage, please bring them to the administration building by yourself.



About cleaning the common area

The cleaning staff for residents' clean the common area and ensure that equipment is complete. However, let's try to keep our dorm clean.

Please follow the following things. If you did not, the cleaning staff can't clean your building.

-For the shoes taken off at the entrance, please place your shoes into the shoebox. Any shoes left untidy will be taken away.

-Please do not leave your items on the floor (outside your own door) e.g. shoes, umbrellas, trash bags, laundry etc.

-Please keep the dining room clean and managed. (the table in the dining room, the sink etc.) Leaving unclean utensils is not allowed so clean them and put them away in the storage. Please do not leave garbage on a table.

- Do not leave trash bags on the stairs. (Type A)

-Walking in with muddy feet is not allowed but still many do so. So, if anyone is found doing the same, they will be notified.

-The person who has blocked the toilet will clean it up. We have the tools necessary for it. -When you dispose your garbage into plastic buckets, the garbage must be sorted out properly.

Room rules

[Common rules for all room types]

· Entry into rooms

In order to appropriately manage and operate Ikenoue Student Dormitories, please be aware that the caretaker or university staff may enter your room, in cases where entry into the room is particularly necessary in terms of disaster prevention or for safety checks. Such cases are indicated below.

- (1) Firefighting equipment inspections held twice a year (all rooms will be inspected, and inspections will be conducted even if the resident is absent)
- (2) Cases where an urgent check is required because of a water leakage or odor
- (4) Cases where it is assumed, based on objective facts, that the resident is breaking the dormitory rules
- Please do not take out any of the equipment installed in your room or use it for any other purpose.
- The fluorescent lights in the room (ceiling lights and other fluorescent lights) and other consumables such as batteries for the remote control for the air conditioning must be purchased and replaced by the resident.
- It is forbidden to have anyone other than the resident staying in the room (including family, friends, boyfriend/girlfriend, etc).
- Please make sure that you lock the door of your room, to prevent theft.
- Please ensure that you turn off the air conditioning when you go out. It is forbidden to use oil heaters (fan heaters) or the like. It is also forbidden to use any fire in the room, such as gas burners or candles.
- It is forbidden to bring your own washing machine into the room. Please use the laundry room.
- Please made sure that your room is kept clean and ventilated.
- Please do not stick/hang anything on the walls. The paint/wallpaper will easily peel away when anything that is stuck there is removed.
- Telephone

The phone can be used for internal calls within the dormitories free of charge, without any contract. Your internal phone number is a four-digit number, made up of the room number plus the building number.

Eg. Building 1, Room 102: 1021 Building 10, Room 102: 1020 Building 11, Room 213: 6213 *6 is used for Building 11.

You can call the Administration Office directly by dialing 1111.

The phone in the room is used for administrative notices from the caretaker's office, so please make sure that your phone is always connected.

[Type A]

Please keep the mini kitchen clean.
 After cooking, thoroughly clean the area around the induction (IH) cooker and the floor in front of the sink.
 ※Oil becomes impossible to remove if it is not cleaned up immediately.

- The drain will also block up with vegetable scraps and oil, so please ensure that this does not happen, by using a commercially-available drainage net for example.
- Wooden table tops do not handle heat well, so please refrain from placing hot saucepans on the table top after cooking, as cracks will develop. If there is a breakage attributable to the resident, depending on the extent of the damage, the resident may be required to pay repairing and replacing expenses.

[Types B and D]

• Rooms are prone to dampness, so please take measures to ensure that mold does not develop, such as standing your mattress up against the wall when not using it for long periods of time.

[Type C]

Please keep the mini kitchen clean.
 After cooking, thoroughly clean the area around the induction (IH) cooker and the floor in front of the sink.

XOil becomes impossible to remove if it is not cleaned up immediately.

- The drain will also block up with vegetable scraps and oil, so please ensure that this does not happen, by using a commercially-available drainage net for example.
- The drain in the bathroom may easily become clogged with hair, etc, so please make sure you clean it regularly.
- Wooden table tops do not handle heat well, so please refrain from placing hot saucepans on the table top after cooking, as cracks will develop. If there is a breakage attributable to the resident, depending on the extent of the damage, the resident may be required to pay repairing and replacing expenses.
- For Type C rooms, residents need to conclude a contract with the gas company themselves. The contact details for the gas company are included in the documents you receive when you move in. Please contact the gas company to get the gas supply connected (disconnected when you move out). [Hiroshima gas chuo Tel: 082-493-8801]
- Any garbage from your room must be placed in a Higashi Hiroshima City designated garbage bag (to be bought by the resident), separated in accordance with the City's garbage separation chart, and placed at the garbage station in front of Building 11. The resident's name must be written on the bag.
- About landfill garbage, noxious garbage, and small "oversized garbage" (ball-point pen, toothbrush,etc) :

Please put them in the fixed trash box.(The cleaning staff collects it regularly.)



◆Lounge rules

- We encourage you to use the lounge in each wing and the Japanese-style lounge in front of Building 11 as a place for interaction with other residents.
- The lounges can be used from 9am to 9pm.
- Please place a request with the Administration Office to use the lounges and the Japanesestyle lounge in Types A and C.
- After you have used the lounge, please ensure that you return it to its original condition, clean, turn the lights out and lock the door (for Types B and D does not need to be locked).
- If there are any cases of loud noise late at night, lounges left messily, used exclusively by one person, private belongings left there, etc, the person involved will be called to the office and reprimanded. If there is no improvement in the person's behavior, that person may be restricted from using the lounge.
- ♦Toilet rules
- · Please keep the toilets clean and hygienic at all times.
- Please do not try to flush large amounts of paper down the toilet or anything other than paper (tissues, hair, etc), as the toilet may become blocked.

Bathroom and shower room rules (excluding Type C)

- Please take care when putting hot water in the bath, because if the gas hot-water heater is ignited for more than 40 minutes the safety device will be activated, and the gas supply will be stopped. In such a case none of the gas devices will be usable and it will take some time to restart the gas connection.
- It is forbidden to leave personal possessions (shampoo, clothes, etc) in common areas.
- · After using the bath please let out the water.
- Please do not wash hair pins or rubber bands down the drain as the drain may be blocked. It is polite to remove any hair, etc, from the drains after you have used the shower room.
 ※Please do not cut your hair and do not dye your hair in the bathroom or shower room.
- Please check to make sure that the ventilation fan is always on, to prevent steam or mold from developing.

Opening the windows and letting in some fresh air is another effective way to ventilate.

- $\boldsymbol{\cdot}$ Water and gas costs are shared by all residents. Please try to conserve water and gas.
- ◆Laundry rules
- The laundry is managed by Fujikawa Kikaku (082-27-4115,090-9468-4115). Please call one of the above numbers about breakages or cleaning.
- Many people use the laundry. Please take your clothes out as soon as they are washed. (please be aware that the person after you may take any remaining clothes out of the washing machine)
- Please do not leave washing detergent or clothes in the laundry.
- Clothes or washing detergent left for long periods of time in the laundry will be taken out, and disposed of after a certain period in storage.

Kitchen rules (Types B and D only)

- The sink, gas cooker, microwave, refrigerator, kitchen cabinets, table, chairs, and plastic buckets are all shared equipment. Please make sure they stay clean and tidy.
- When storing things in the refrigerator, mark with your name and use before the expiry date. Please make efforts to keep the refrigerator clean by setting up opportunities for all residents on the floor to gather once every few months, to clean out the refrigerator and dispose of unneeded items.
- Please do not use cooking utensils or eat food in the refrigerator belonging to other residents without their permission.
- There is a box for each room set up in the kitchen shelves. Please use it to neatly store your cooking utensils, spices, etc. Anything that cannot fit in the box must be kept in your room.
- The table is a space for eating meals, so please do not leave your cooking utensils or garbage, etc, on the table. Anything left on the table will be collected and disposed of after a certain period in storage.
- Please put away cooking utensils, plates and anything you have used immediately after use.
- If you use the table please wipe it with a cloth.
- When using the gas cooker, please turn on the ventilation fan, and turn off the gas after use.
- Please make sure that you clean up any water, vegetables or garbage spilled during cooking.

One of the rules of communal living is that each person keeps the common areas in a state where they can be used comfortably by the next person to use them.

• If the gas warning alarm sounds, please contact the Administration Office immediately.

♦Garbage disposal rules

- Garbage must be separated in accordance with the Higashi Hiroshima City rules. (See Garbage Separation in the following pages), and thrown out in each separate category. Any garbage that is not separated will not be collected.
- In buildings other than Building 11, garbage is collected in plastic buckets in the kitchen and on the stairs. Please take the initiative to set a new garbage bag when the garbage is full.
 ※Please follow the instructions from each floor's Floor Meeting regarding garbage disposal.





B · D-type



①Combustible

①-1 燃やせるごみ



②Recyclable plastic ②-1 リサイクルプラ

Building No.1~10:Put your trash into the plastic buckets「リ サイクルプラ」 Building No.11:Put your trash in a purple garbage bag,and

bring it to the garbage station. (Be sure to write your room number to the garbage bag.)





③PET bottles

③ペットボトル





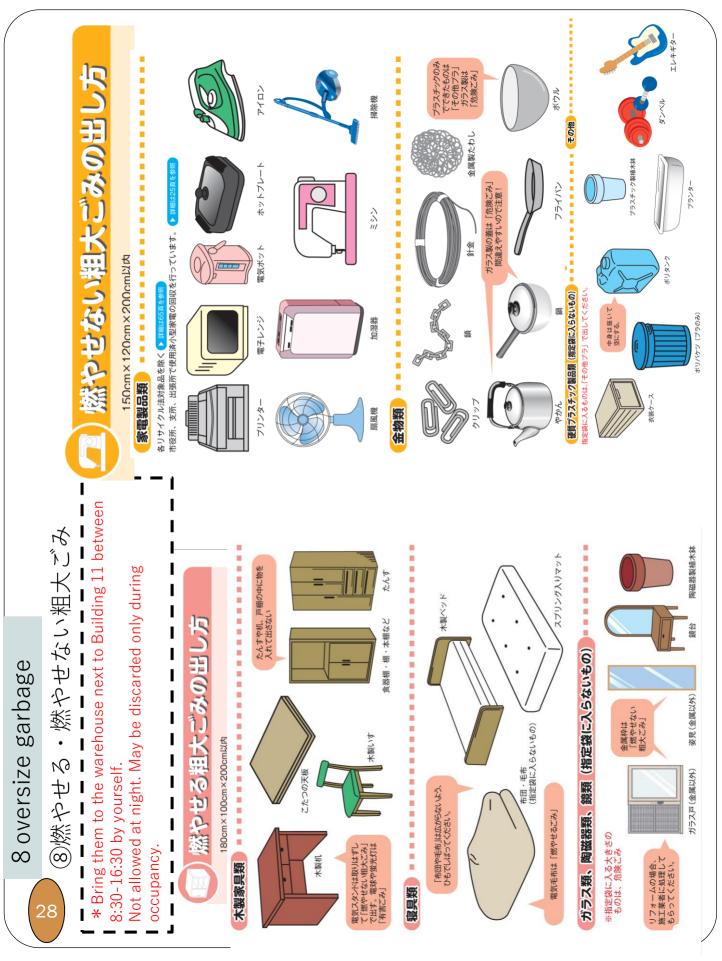




⑦Newspapers, Magazines and cardboard boxes (folded), etc.



※ダンボールは「燃やせるごみ」では出さないでください。
※ダンボールの中に物を入れてごみに出さないでください。



Expenses

• The following expenses will be incurred for one month's stay at the dormitories.

Expenses can be paid by bank transfer on the 12th of each month (or when the 12th falls on a weekend or holiday, on the following working day), from the Yucho bank account that was notified when you moved in to the dormitories.

%There will be no bank transfer for the month that you move in. Two months worth of expenses will be paid next month.

• Please make sure that you put enough money in your account by the day before the bank transfer day, to ensure that payment is not defaulted because of lack of funds.

• If the bank transfer cannot be made, please bring the amount in cash directly to the Administration Office by the designated date.

\diamond Boarding fees

*There will be no per diem-based calculations, even if a resident leaves in the middle of the month.

Type A (Buildings 1, 2, 3, 4, 7, 8, 9)	7,500 yen
Types B and D (Buildings 5, 6, 10)	4,700 yen
Type C (Building 11)	15,000 yen

O common expenses (2019/5/1 \sim): Costs required for residents' garbage treatment, cleaning costs for common living areas, etc.

*Costs for common expenses may be revised.

%There will be no per diem-based calculations, even if a resident leaves in the middle of the month.

Type A (Buildings 1, 2, 3, 4, 7, 8, 9)	1,900 yen
Types B and D (Buildings 5, 6, 10)	2,000 yen
Type C (Building 11)	1,200 yen

♦ Utilities

Utilities fees used by residents when they are living in the dormitories (fees for lighting, heating and water used in the rooms, wash areas, toilets, bathrooms, kitchen, etc) will be charged to the residents in line with their level of usage, as a combined amount for personal use and common use portions (allocated among residents).

%If a resident leaves in the middle of the month, there will be a per diem calculation and the amount charged will be collected in cash.

Delays in payment of accommodation fees impact the running of the dormitories. Please complete all payments before the end of each month.

A reminder will be sent when payments are not made, but if a resident does not pay for more than three months s/he will be evicted.

(It costs 10yen to paid a bank transfer.)

Washing machine and dryer fee is 2,000 yen per person per month plus transfer fee

(a few yen). (This will not be charged if you move out in the middle of the month.

When you encounter problems

If you have a problem or would like to discuss something, please contact the following numbers:

Routine issues in the dormitory (lost keys, broken equipment, etc), or the discovery of a suspicious person or object

Administration Office (caretaker: 8:30am – 5pm, guard: 5pm – 8:30am) Tel: 082-424-6148 or 080-5759-3060

Theft

Please contact the police, then the Administration Office.

Police 110

Police box in front of Hiroshima University 082-421-5353

In case of sudden illness or injury

Reference Information
 Kyukyu Iryo Net HIROSHIMA
 http://www.qq.pref.hiroshima.jp/qq34/gqport/kenmintop/
 On this site you can search for available hospitals.

How to get to the hospital

< If you can get to the hospital by yourself>

- If you do not know where the hospital is, ask at the Administration Office.
- · Go to the hospital by taxi.

If you cannot move by yourself>

• To call an ambulance yourself, dial 119, say "Kyukyusha onegai shimasu" (please send an ambulance), give your address, name, telephone number and explain your current condition.

You can also call the Administration Office and request that an ambulance be called.

Infectious diseases

If there is an outbreak of an infectious disease in the dormitories, a notice will be posted immediately on the bulletin board on the 1st floor of every building and on Momiji and Ikenoue Student Dormitories home page. Please pay close attention to the information posted.

If you are infected, please report to the Administration Office and follow instruct $_{\circ}$

Emotional issues

It is easy to become emotionally unstable when starting in a new environment such as a dormitory or university. Please contact us promptly if you find you have any emotional issues, such as having difficulty sleeping, loss of appetite, lack of enthusiasm, or a recent increase in stress levels.

1 Preventing emotional issues

To prevent emotional issues, it is very important to obtain knowledge and learn methods of prevention while you are in a healthy state.

2 Consultation on emotional issues
 Health Management Center, Counseling, Mental Health (4th floor, Students' Plaza)
 Tel: 082-424-6186 or 082-424-6187
 The Center is closed after 5pm and on weekends and holidays.

In case of fire, earthquake or other natural disasters

Check the location of emergency exits and fire extinguisher to ensure that you are able to act quickly when there is a fire or earthquake. If a natural disaster does occur, please stay calm as you take action. Protecting human life is the utmost priority at such times.

Fire

Case A : A fire alarm sounds

①Put out the fire with the nearest fire extinguisher

(2) If the fire does not die down, crouch down low and evacuate.

Case B: A fire alarm has not sounded

(1)Call the Administration Office to inform of the fire, saying "Kaji desu" (there is a fire). (2)Press the button on the fire alarm apparatus \Rightarrow Case A

Earthquake

①Put out any fire in your room or the kitchen, and cover your body by crouching under a table, etc.

②Keeping your body against the wall of the corridor, proceed along the evacuation route, taking care to avoid pieces of broken fluorescent lights, etc.

③If there is a fire or any other danger in around you, evacuate using the emergency stairs.

Wind and floods

• Pay attention to strong wind warnings on the television and radio, and follow the instructions given.

• Bring into your room any objects on the verandah that may fly away, and stay inside as much as possible.

• You can alleviate any damage from flying objects by closing your curtains.

• Please close any windows in common areas that are open (corridors, lounges, etc).

Hiroshima Prefecture Disaster Prevention Web <u>http://www.bousai.pref.hiroshima.jp/hdis/</u> Please make use of the information on this site.

When leaving the dormitory

1. Advance procedures

Residents will be notified approximately 2 months before their residency permit expires. Please submit notice that you will be leaving to the Administration Office by 1 month before the date that you plan to move out (the form can be downloaded from the home page or is available at the Administration Office).

- Accommodation fees, common expenses and utilities for the month that you move out must be paid in cash.
- Any disposal of refrigerators, televisions or other recyclable home appliances is fee-based according to law.

Please contact the store from which you bought the appliance or Hiroshima University Seikyo Kita1 Corp (082-423-8285).

%The dormitories cannot dispose of any such articles on your behalf.

- It might be conducted "Pre-Inspection" 2 months before the end of residence period.
- Please dispose of bicycles on your own.
- Please take all trash from your move-out to the trash station by yourself.
- 2. Day of inspection
 - On the inspection day, the resident will pay the accommodation fee and utility fee (all fees that are unpaid) to the office, have the room inspected in his/her presence by the caretaker, and if permission is granted will return the key and is then free to leave.
 - The inspection is comprised of a check of whether or not the installed equipment is there, a check of equipment operations, and a check of the cleanliness of the room.

The office will provide documents on the details when you submit your notice of leaving.

- Residents must order contractor cleaning when they move out. (Roughly 10,000 yen to 17,000 yen)
 - If expenses are incurred for repair of equipment, etc, the resident will be billed when leaving or after moving out.

The resident does not need to pay the costs incurred for repairs for wear and tear of the room resulting from daily use. However, the resident will also be billed for repair costs in cases where there is damage or peeking away of walls, ceiling, windows, etc, or burns on tabletops, which are the fault of the resident.

Please make sure you dispose of (or transfer) any personal equipment (futons, electrical appliances, bicycles, motorbikes, etc) prior to moving out so that they are not left at the dormitory when you move out.

3. Eviction (important)

An eviction notice will be issued to any resident who falls into the following categories:

- No longer has student status
- Fails to pay the required expenses, such as accommodation fees, common expenses or utilities, for more than three months
- Does not pay damages
- Is recognized to be unsuited for communal living due to reasons of health or hygiene such as disease, etc.
- Has received permission to take long-term leave from studies, or has been suspended from studies on a long-term basis
- Has behaved in a way that clearly disrupts the order of the student dormitories
- Has behaved in any other way the clearly obstructs the management and operation of the student dormitories

Living in the community

%The organizations indicated below are purely for your information and do not have any particular affiliation with the university. Please be aware that some of the information may have changed.

Medical organizations in the vicinity of the student dormitories

Name of medical organization	Departments	Tel	Reception and consultation hours	Closed
Prefectural Rehabilitation Center Saijo-cho, Taguchi 295-3	Orthopedics, dentistry, urology, etc	082-425-1455	Hours differ for each department so please check in advance	Weekends and holidays
Ohmori Orthopedics Saijo-cho, Jike 1633	Orthopedics	082-423-5885	9:00-13:00 15:00-18:00 (Sat 8:30-13:00)	Sun, holidays (afternoon) Thurs, Sat
Kadosawa Clinic Saijo-cho, Shitami 6-10- 4	Internal medicine, respiratory diseases	082-422-0980	8:30-12:00 14:00-18:00	Sun, holidays (afternoon) Thurs, Sat
Hirodaimae Hifu Clinic Saijo-cho, Shitami 4471- 2-103	Dermatology, internal medicine	082-493-5650	9:00-12:30 15:00-18:30 (Sat: Until 17:30)	Sun, Thurs holidays
Nikaido Ganka hospital Saijo-chuou, 3-5-38	optometrist	082-421-1110	9:00-12:30 15:00-18:00 (Thurs&Sat:Until 12:30)	Sun, Wednesday holidays, (afternoon) Thurs, Sat
Honda Dental Clinic Saijo-cho, Shitami 6-10- 3 1F	General dentistry, orthodontics	082-421-3200	9:00-12:30 14:00-18:30	Sun, holidays,

- Higashi Hiroshima City Hall 082-422-2111 (switchboard)
- In case of incident or accident 110
- To report a fire, call an ambulance 119
- Hiroshima Inochi no Denwa (Hiroshima Lifeline) 082-221-4343
- Police box in front of Hiroshima University 082-421-5353
- Student Dormitories Administration Office 082-424-6148
- ◆Taxi companies
 Daigaku Taxis 082-425-5000
 Higashi Hiroshima Taxis 0120-33-1260
 Saijo Taxis 0120-21-2526
 Hachihonmatsu Taxis 082-428-0023

You should decide on a regular doctor for peace of mind when you need one!

