

Residential Guide



OIST

OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY GRADUATE UNIVERSITY
沖縄科学技術大学院大学

OKINAWA SCIENTISTS VILLAGE

2025 April.

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Introduction

This Residence Guide contains tips, resources, and reminders concerning the residence for new residents to ensure that your stay here will be a pleasant and comfortable one.

What is most important about your life in the residence is that you recognize the residence as a place of communal living.

For many of you, this might your first time in Okinawa. We encourage you to enjoy your life in Okinawa to the fullest and wish you the best in your endeavors.

About Okinawa

Okinawa is the southernmost prefecture of Japan that consists of approximately 160 islands and spans 1,000 km from east to west and 400 km from north to south. “The Galapagos of the Orient,” as it has come to be called, is home to very rare species and has some of the most beautiful coral reefs in the world.



Climate

- Subtropical climate; very warm year-round with an average annual temperature over 20 ° C.
- Average annual humidity is also high at 76%. Measures against high humidity are a must.
- Rainy season from around mid-May to mid-June.
- Marine leisure is available from April to October (although it might still be slightly chilly in April). There are a lot of beaches and resort hotels in Onna Village, accommodating a great number of visitors during the season. Various types of marine sports are also available.
- Typhoons strike as early as May and as late as October, but none after November.
- UV-ray measures are a must in the summer months.



History

Okinawa used to be an independent nation called the Ryukyu Kingdom. The Kingdom was actively involved in trade with Japan, China, and other neighboring countries, and these exchanges helped shape a unique culture and customs. Shuri Castle in Naha and several castle ruins around the prefecture are recognized as world heritage sites.

- Traditional Cultures of Okinawa -

- | | | |
|---------------|-----------------|-----------|
| ◎Ryukyu Glass | ◎Bingata | ◎Yachimun |
| ◎Kumiodori | ◎Ryukyu Dance | ◎Eisa |
| ◎Haarii | …and many more! | |



Different Customs

Keep in mind the following differences in lifestyle and customs.



Time

There is no summer time in Japan. The entire country shares the same concept of time throughout the year.



Roads

Cars drive on the left side of the road. There are speed limits even on highways and expressways, unlike freeways overseas. Drivers should be mindful of their speed to avoid trouble with authorities. The following are the legal speed limits but the actual number may vary depending on the road.



※Legal Speed Limit

Public Road : 60 km/h

Highway : 80 km/h



This number indicates

the maximum speed permitted.

Life in the Residence



Housing Agency (Village Office OKINAWA – SV)

The office is located on the first floor of the Village Center East Building, handling structural issues such as AC water leakage, AC noise.

★Contact

Office phone 098-982-3150

Fax Number 098-982-3155

Email village_office@gojin.co.jp

☆Hours☆

Weekday 9:00 – 18:00

Weekend 9:00 – 17:00

Close: golden week (around first week of May) & Year-end and New Year holidays

☆Services☆

- Handling of room keys and room check upon relocation
- Facility repair (residence and common areas)

☆Outsourced Services☆

- Dry cleaning (Occasionally no service)
- Taxi
- Courier



★Emergency call

Home Equipment Problem

 Village_office@gojin.co.jp

Emergency call if :
outside Village Office hours

 **050-5538-6282**(English only)

 Please tell operator you are at OIST
on campus housing first.

For Japanese : 0120-477-476

※For emergencies outside of office hours, such as at night, please contact the call center.

Call center TEL: 0120-477-476 (Japanese only)

050-5538-6282 (English only)



Address

The address of the residence is as follows

Building name #Room Number,
1919-1 Tancha, Onna Village, Kunigami, Okinawa

Japan 904-0497

※ In some cases, the postal code 904-0497 does not get registered for online shopping etc... in that case, use 「904-0412」 (the postal code for Tancha area) instead.



Parking

Make sure that your vehicle is parked within its designated spot so as not to interfere with other vehicles. Motorcycles and bicycles have their own designated parking space. You may park anywhere within the space, but please keep everything organized.

- Lock your vehicle, motorcycle, or bicycle even if parking for a short while.
- You may be held liable for repair expenses if your vehicle damages anything in the common area.
- Please refrain from using car stereo loudly and the idling of an engine.



Electricity

Electricity is already available in your residence. Electricity fee will be charged to the resident(s) from the day of move-in till the day of move-out. And the fee will be deducted from salary every month.



Water

Water is already available in your residence. You will be charged for water from the day you move in. Water expense will be deducted from salary every month.

*When you move in, run the water for a while before you start using it.



Gas

Gas expense will be billed together with electricity, water, and rent every month.

*OIST will sign a contract with suppliers of electricity, water, and gas, respectively, and provide the service to the residents. Therefore, utility charges will be collected by OIST. Residents will be billed according to the amount used every month deducted from salary.

*On the day you move out, your electricity/water/gas meters will be recorded, and the charges may deduct from your security deposit.



Telephone

If you would like to get a phone, please contact Resource Center at OIST.



Internet

Contact a local Internet service provider and sign up on your own. Internet charges are your sole responsibility and payment should be dealt directly with the Internet service provider.



Mailbox

The mailbox is locked. The password is in the instruction manual, so please check it yourself. (The mailboxes in East Court and South Hill do not have locks.)



Keys

The office does not have a spare key to your room. If you lose your key, the entire lock system will have to be changed to prevent crime.

*Do not write your name/address/room number on your key. If you lose it, it might be misused by someone else.

If you lose your key, notify reception. If the office is closed, contact the call center (0120-477-476/Japanese) (050-5538-6282/English)

☆The residence key opens☆

- Resident's lounge
- Trunk room entrance • Trunk room (yours only)
- Laundry room



Elevator

Be careful not to drop your key through the crack of the elevator.


Do not use the elevator during emergency situations. If you find yourself trapped in the elevator, keep pressing on the emergency button to alert and communicate with the elevator maintenance company.

The elevator will be out of service periodically for maintenance.



Sickness and Injury

If you are injured or ill and need first aid during OIST Clinic hours, please visit or call the OIST Clinic.

OIST Clinic :  098-982-3446 Extension# 23446



Emergency and Accidents

If you find yourself in a dangerous situation, or if you think someone else is in danger, please call the following numbers.

- 24-hour emergency OIST helpline: 098-966-8989
- Fire Engine/Ambulance: 119
- Police: 110
- TELL Lifeline: 03-5774-0992

Anonymous phone consultation is available. The service is available from within Japan with only a call charge. Available from 9 a.m. to 11 p.m.

- Japan Helpline: 0570-000-911

The only non-profit 24-hour emergency response service in Japan



Leaving for a While?

If you are leaving the residence for an extended period of time, please notify reception in advance. Please be reminded that the water inside the trap of your kitchen sink and/or bathroom may evaporate and fill the room with foul odor inside the pipe.

Please keep turning on the air conditioner and the fan in the bathroom/toilet refrain from moldy and humidity in the house because Okinawa in all season is highly humidity area.

Garbage Disposal★



There is a garbage disposal area in the basement or on the first floor of each building. Make sure to follow Onna Village's garbage disposal regulations. Keep the hallways and the elevator clean when taking out the garbage.

ビレッジセンター 西棟&東棟

Orientation for garbage disposal



In Japan we take recycling seriously, we understand that there will be many different things to remember such as what garbage bag to use or how to separate and dispose trash properly. There are 20 different locations to dispose your waste on the Village campus grounds.

Reminders

The **Red Garbage Bag** is used for **burnable trash**. (Monday and Thursday/6-8am)

- Remove plastic bottle caps and plastic labels on plastic bottles to the burnable red garbage bag.

The **Blue Garbage Bag** is used for **non-burnable waste** such as. (Thursday/6-8am)

- ceramics, razors, knives, kettles, disposable lighters, small appliances such as hair dryers, calculators and toasters
- please make sure you wrap broken glass in paper to prevent the garbage bag from tearing apart.

The **Green Garbage Bag** is used for **clothes and pet bottles only**. (1st and 3rd Saturday of the month/between 6-8am)

- Please remember remove bottle caps and plastic labels for plastic bottles.

ONLY for the residents of Village Center East/West

- Please dispose only **Burnable & Non-Burnable Trash** to **LOCATION (VC4)**
 - Please dispose only **Hazardous waste, Cans and Pet Bottles** to **LOCATION (VC3)**
 - **Hazardous waste** such as Fluorescent Light Bulbs, Batteries and Mercury Thermometers
-

Hazardous Waste

- Florescent light bulbs, batteries, mercury thermometers

Steel/Tin Cans and Glass Bottles

- There will be a garbage bin with a sign that shows the disposal of either steel/tin cans, aerosol cans such as insect or hair spray cans, and glass bottles)

Paper waste such as books, cardboards, newspapers and paper cartons

- Please separate paper waste and use a paper string to tie them together (**1 Bundle 1 kind**)
- Paper waste is not collected on rainy days
- All **cardboard waste** must be disposed at location **EC2**

Bulk waste such as tables, desks, beds, mattress, futon, sofas, cupboards, bicycles, stereos ect.
2nd and 4th of the month/ between 6:00-8:00Am

- Bulk waste is only collected by making an appointment from the Onna Village Hall
- Go to Onna Village Hall to purchase a sticker ticket
- Choose a date when you want to dispose of bulk waste
- Place the sticker on the bulk waste and place it in the designated garbage area

Recycled items such as Tv's, refrigerators and washing machines

- Please visit the post office to purchase a sticker
- Personally, go to the transport landfill site (098-966-1205) (**Office hours 9:00-17:00**)
- OR Purchase a sticker at Onna Village hall and post office and place on the item if you cannot go to the transport land site.
- Pc/Laptops go to (www.renet.jp) for more information

Please be mindful of sorting out your waste products, if not discarded correctly, they will not be collected



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- Please remember remove bottle caps and plastic labels for plastic bottles.

ONLY for the residents of Hillside, South Hill, East Court and West Court

- Please dispose only **Hazardous waste** and **Pet Bottles** to **LOCATION (VC3)**
 - **Hazardous waste** such as Fluorescent Light Bulbs, Batteries and Mercury Thermometers
-

Hazardous Waste

- Florescent light bulbs, batteries, mercury thermometers

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Please be **mindful of sorting out your waste products, if not discarded correctly, they will not be collected**

On Campus-Living Trash Guidance

Onna village • Tancha area • 2021

For Burnable wastes



Every **MON • THU**
6 ~ 8 am
of the week

Available at Jimmy's

For Non-Burnable wastes



Every **THU**
6 ~ 8 am
of the week



Wrap the broken glass, blades, and other sharp objects with paper for safety!

Available at Jimmy's

For Recyclable wastes

1st & 3rd SAT
6 ~ 8 am
of the month



Available at Jimmy's



Paper string
NO HEMP!



REMOVE!
the cap & label

RINSE!
out the contents

SEPARATE!
PET bottles, Cans,
Glass bottles



TIE!
With paper string
into a bundle.

NO MIX & MATCH!

One BAG - one kind!
One BUNDLE - one kind!
Please sort and separate
the recyclable wastes.



CHECK THE CONDITION!
When paper are wet → discard as burnable waste.
When glasses are broken → discard as non-burnable.

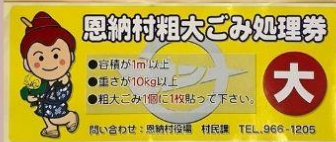


For Bulk wastes

2nd & 4th MON

6 ~ 8 am of the month

The bulk wastes are ONLY collected by making an appointment!



ONLY available

at Onna Village hall

Large ¥600

Small ¥300

To make an appointment:

Please go to Onna village hall- Residents division

- ▷ Pick a date of bulk waste collection day (1st & 3rd Monday of the month)
- ▷ Set the place of pick up: show the garbage bin closest to you
- ▷ Purchase the sticker ticket according to the size of bulk waste
- ▷ On the day of the collection, place the pre-purchased sticker on the bulk waste and place in at the garbage bin where you set at the appointment.



TV, Fridge, wash-machine and PC

These items needs to be recycled!!

These items are usually taken in as recycle the time of purchase of the new one.

If you would like to just discard, ask more info.



Please note that it might take some time to discard the bulk and recyclable waste!

We advise you to plan ahead when moving out.

Hazardous wastes

The hazardous waste bins are located ONLY in the Village Center building.



VC 3・4



WE SINCERELY ASK TO BE RESPECTFUL TO OTHERS!

When the wastes are not sorted or discarded correctly, they will not be collected!

Please be respectful and keep the community clean!

If you have any question, contact Village Office (village_office@gojin.co.jp)

Prices of Designated Garbage Bags

Flammables



Large (10 bags)

300 yen

Medium (10 bags)

200 yen

Non-flammables



Medium (10 bags)

200 yen

Recyclables



Large (10 bags)

300 yen

Medium (10 bags)

200 yen



* Buy the trash bags at AEON(1st Floor on Village Center)

*These bags are available only at supermarkets in Onna Village for use within Onna village.

* For bulky trash, recyclable appliances (TVs, refrigerators, washing machines, computers), and trash that you do not know how to dispose of, please be sure to contact the Village Office before placing it in the garbage dumpster.



Laptop

Laptop need to be recycled. Here are some sites for collection agencies that cooperate with local governments.

1. Contact ReNet Japan(<https://www.renet.jp>) either via their online request form or by phone(0570-085-800) to request them to collect the computer
2. Pack your computer in any cardboard.
3. Sagawa Express will collect the cardboard on a scheduled date.

Maintenance

Daily

- ☐ Air intake should be open at all times. (Is the inside filter clean?)
- ☐ Ventilation fans (in bathrooms, toilets, laundry rooms, and storage rooms) should be in operation at all times.
- ☐ Do not overcool the room with air conditioner.
- ☐ Kitchen fans should not be operated at all times. When operating the kitchen fan, please open the window even a bit.

During Rainy Season and Approaching Typhoon

- ☐ Air intake should be closed as necessary if there is water infiltration due to typhoon or strong winds.
- ☐ Please be sure to open the window slightly when using the kitchen fan.
- ☐ Is the front door difficult to open or is there a bubbling sound coming from the air conditioner? The room is under negative pressure. Turn off the ventilation fan (in bathroom, toilet, laundry room, or storage room) or open a window a little to balance the pressure. If the humidity in the room is high, use a dehumidifier if you have one. If you do not own a dehumidifier, please consider purchasing a circulator at the same time as using an air conditioner.
- ☐ Please keep in mind to stop using kitchen fan or ventilation fan when approaching big typhoon.

Summer Season

- ☐ Open the air intake after the rainy season and approaching typhoon.
- ☐ If the humidity in the room is high, use a dehumidifier if you have one. If you do not own a dehumidifier, please consider purchasing a circulator at the same time as using an air conditioner.
- ☐ Do not overcool the room with air conditioner.

Mold is caused by dust in the room. Clean frequently and open windows on sunny days to ventilate the room.

Try to avoid condensation as much as possible. Condensation is another cause of mold. Condensation is caused by temperature differences. Check to make sure that there are no temperature differences between inside and outside areas or between rooms.

If you still feel uncomfortable after following the above steps, please consult with the Gardens Office.

Air conditioner settings Next Page

Air conditioner settings

- ☐ For cooling mode, set the air conditioner to keep the room temperature at 25°C to 26°C.
- ☐ Dry mode senses the intake temperature when the dry setting is set and calculates (+) (-) from that temperature.

Example

- Intake temperature 22°C when the air conditioner dry mode set to (-2), it tries to lower the room to 20°C.
- Intake temperature 28°C air conditioner dry mode (+1) will try to raise the temperature of the room to 29°C.

We recommend purchasing a hygrometer/thermometer from a 100 yen store or similar.

To get rid of humidity, easiest & cheapest solution to get a dehumidifier agent.



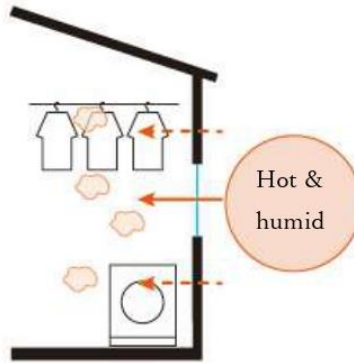
Watch out for condensation that occurs in your room !

When the humidity is high indoor, condensation is likely to occur at different temperatures in room.

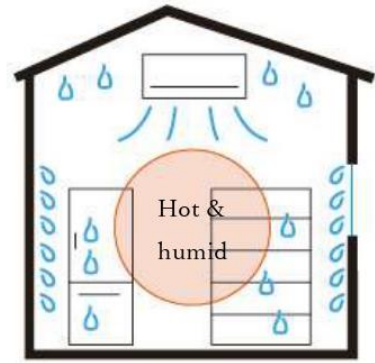
Okinawa Climate (hot and humid) is very special in Japan, need to be pay more attention to condensation.



①Just by living in a room, water vapor is generated in the room.

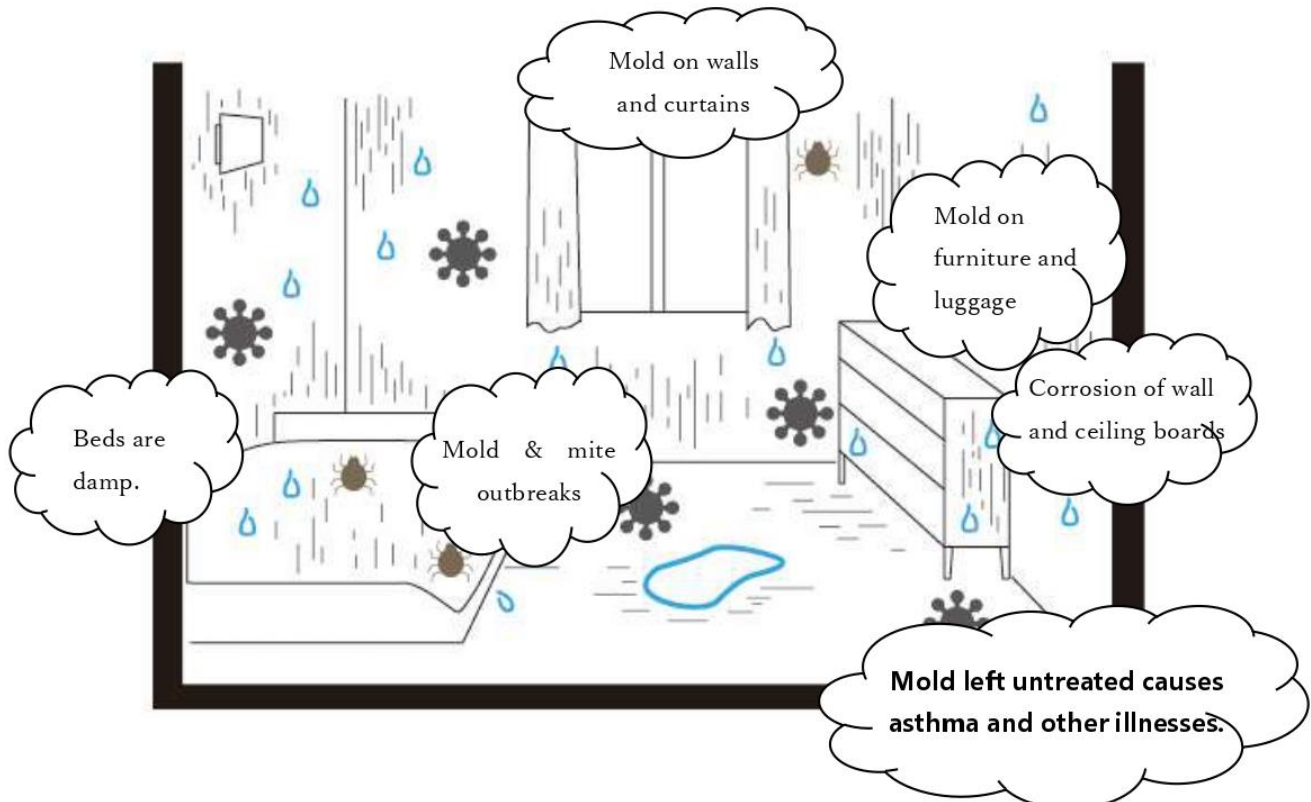


②Hot and humid outside air enters the room through ventilation. It can also enter the room through small gaps.



③Water vapor cools on walls, floors, ceilings, and furniture surfaces cooled by air conditioning, causing condensation to form.

If condensation is left untreated, it can cause mold, mites, and room sores!



Avoiding condensation : Points to keep in mind

Point ① Control humidity.

Make sure that the humidity in your room is not too high.

High humidity should be dehumidified using a dehumidifier.

Point ② Temperature control – Be careful not to overcool the room.

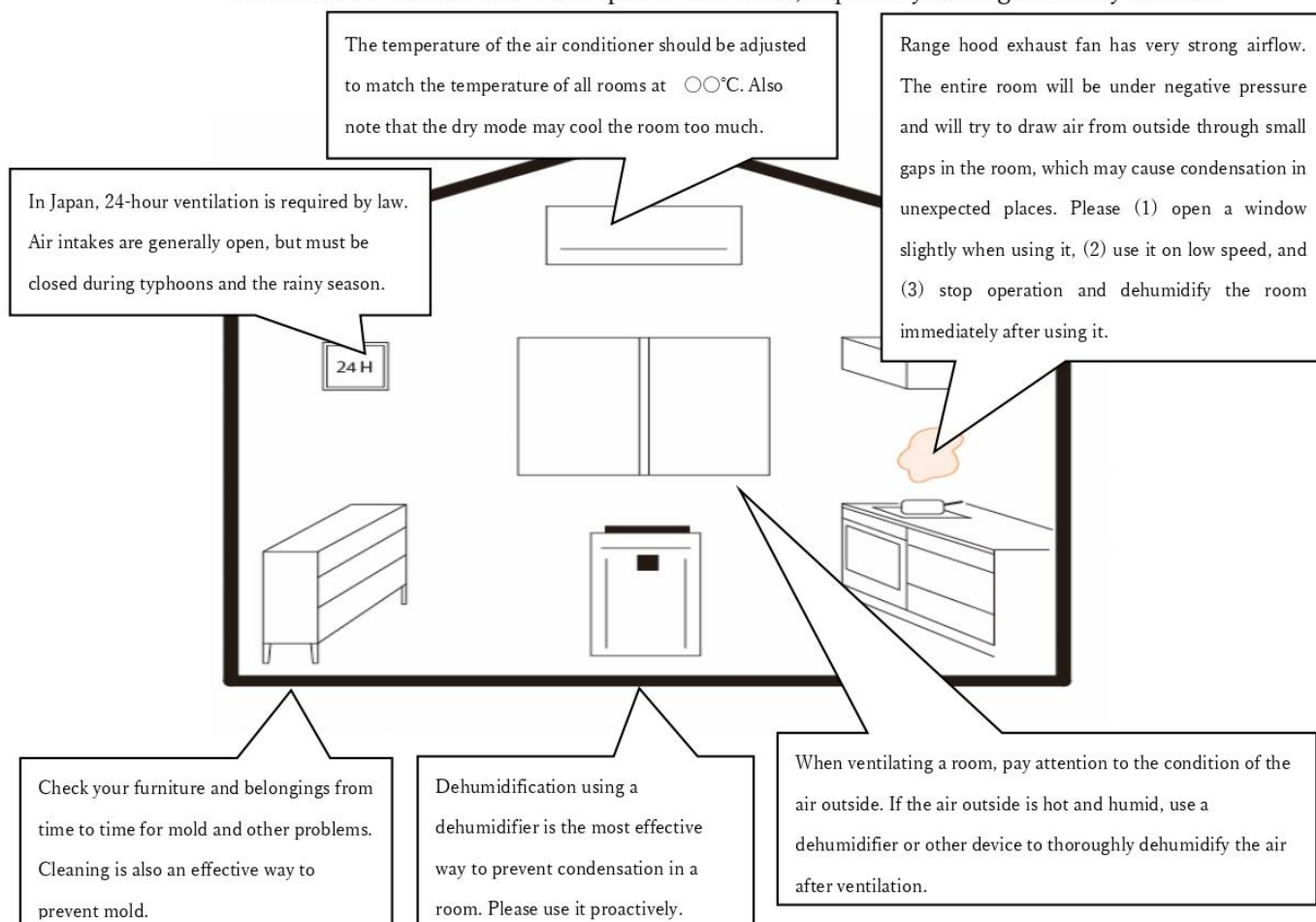
Be aware of the air conditioning temperature.

Overcooling a room can lead to condensation in many places.

Point ③ Be aware of the air outside when ventilating.

The air in Okinawa is hot and humid and contains a lot of water vapor.

When ventilating, it is important to note that the air may be hotter and more humid than the air in the room. Take special measures, especially during the rainy season.



If the room is moldy and not under normal cleaning control, an additional cleaning fee will be charged upon vacating the room.

● Example of past billing:

- Wall painting ¥13,000 ~
- Ceiling painting 20,000 yen ~
- Furniture replacement from ¥10,000yen ~etc.

Facilities for Shared Use



Laundry Room

The laundry room is on the first floor of the Village Center/South hill, and its front door can be opened with your residence key. You are free to use any available washing/drying machine inside.



Trunk Room

A trunk room is allotted for each residence. The front door can be opened with your residence key. Do not forget to lock the door on your way out.



Fitness Gym

The fitness gym is on the first floor of the Village Center, and is available to all OISTers. If you'd like to use the gym, please check and register from TIDA. The locker room inside is strictly for fitness use (not for personal use). The fitness gym use fee is charged and deducted from your salary. Operated by Recreation Services.



Meeting Room

The meeting room is on the first floor of the Village Center, and is available to all OISTers. Please contact Recreation Services.



Lounge

The lounge is on the first floor of the Village Center, and is available to all OISTers. Contact Housing Management Section for consultation.



Tenant Shop

『AEON』 is on the first floor of the Village Center West Building

You can purchase daily necessities and a designated garbage bag.

Phone Number 098-952-4201

Business hours 8:00 - 20:00



Community Kitchen

The community kitchen is on the first floor of the Village Center, and is available to all OISTers. The community kitchen doesn't have any items, just a sink, oven/stove and refrigerator. Please prepare cooking items if you need. Also prepare your own spices, plates and utensils, cooking tools, and cleaning detergent.

Please clean the kitchen after you finish.

Do not leave your kitchen items/goods, food in the kitchen. If you found any old food (foods over expiration date) in the refrigerator, please contact to OIST Housing Management Section or remove the old food and keep the kitchen clean.

Keep the kitchen clean and organized.

☆Available Facilities☆

- Gas stove
- Refrigerator
- Dining table and chairs
- Gas oven
- Water



Smoking Area

If you smoke, please do so in the smoking area. (On campus)

Please do not smoke in other places. Smoking in the residence area is prohibited.

Precautions Regarding the Residence Life

①Noise

The most common problem occurring in communal life is noise. Even though technology provides sophisticated solutions for soundproofing, they cannot block the sound entirely.

Therefore, pay attention not to cause a nuisance to your neighbors living up- or downstairs or on the sides, by making noise traveling through the walls, floors, etc.

There are two kinds of noise: the so-called ‘airborne sounds’ caused by voice, musical instruments or audio equipment, or the ‘impulsive sounds’ created by footsteps, objects dropped down onto the floor or opening and closing doors, etc.

Concrete buildings are soundproof against the airborne noise to some extent; however, in order to block it entirely separate soundproofing is necessary.

Impulsive noise, on the other hand, travels through floors and walls and is therefore much harder to block efficiently, especially in rooms with flooring instead of a carpet.

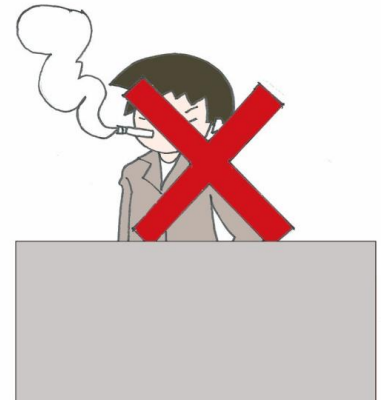
Therefore, be advised of the following:

- Noise caused by running or jumping on the floors resounds loudly in the room downstairs, so be particularly cautious at night.
- Should you wish to play the piano or any other musical instrument, do so in the daytime. Refrain from playing early in the morning (before 8 a.m.) and late in the evening (after 8 p.m.).
- Rubber-soled tables and chairs or felted slippers can help soften the sound
- Place your television set, audio equipment or piano keeping some distance from the wall (otherwise the sound will travel easily through the wall).



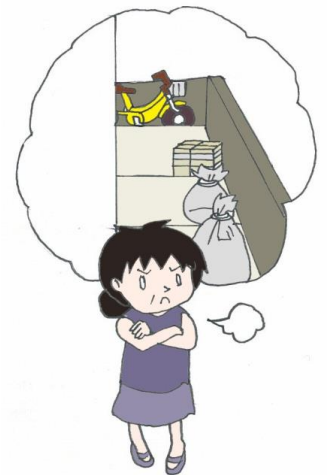
②Using the balcony

- Please do not hang linen items or carpets dried on the balustrade because of spoil the view and can be blown away by a strong wing.
- Smoking on the balcony is prohibited (it is prohibited inside the residence).



③Shared corridors and staircases

Corridors and staircases are common use spaces. They are shared by all residents and used as evacuation route in case of emergency. Do not put any objects in these spaces, since they may block the passage in case of emergency. Please inform reception should you notice a burnt-out light bulb.



④Drainage, leakage and flooding

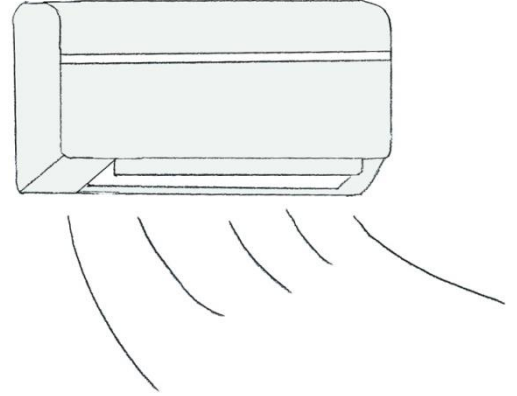
Water leaks can be a major problem in our lives. If water leaks due to carelessness, it will spread to the downstairs and adjacent units, and cause compensation for damages. Please clean the inside of the "sink trap" periodically, as tea husks, rice grains, etc. tend to accumulate in the waste receptacle. Do not pour the removed debris into the water pipes, since it may cause clogging and bad odor. Do not discharge waste oil such as tempura oil down the drain. Instead, use a coagulant, or soak it in cloth or paper and dispose of it as burnable garbage. Remove hair and lint from bathroom drains frequently and do not pour them down the drain. The "balcony drain" is for rainwater. Please do not pour other dirty water or a large amount of water down the drain, as it may cause inconvenience to neighbors. When inspecting the water supply and drainage pipes, we may enter your room after notifying you.



⑤ Dealing with humidity

Due to Okinawa's highly humid climate, mold may form on shoes, clothing or furniture if left unattended, so be sure to use a dehumidifier properly to regulate humidity.

- As important as room ventilation is, it may also bring humid air into the room. Use your air conditioner's dehumidifying mode or a dehumidifier to remove humidity from your room.
- Try not to turn off the ventilation 24 hours except for typhoons and strong winds
- Always leave the intake ducts open except during typhoons.
- Since there is little ventilation in spaces behind the furniture or inside the closets, mold forms easily due to condensation. Make sure you leave some space (preferably at least 10 cm) between the furniture and the wall to allow ventilation. Pay special attention to objects by the wall facing the exterior.
- It is recommended to remove the contents and dry closets or shoe boxes every now then. Special attention should be paid to leather shoes.
- Be sure to clean the condensation off the walls and windows regularly. Humidity is the most common cause for mold and damage of wall material, so be sure to take care of your own room in this respect.



※ Please keep turning on the air conditioner and the fan in the bathroom/toilet refrain from moldy and humidity in the house, if you leave for long time.

※ Keep turning on the air conditioner and the fan of the bathroom/toilet.

⑥Typhoons

Typhoons can hit Okinawa as early as May.

During a typhoon, the wind can be extremely violent and cause a variety of damage.

The wind may get particularly strong in the area of the Residence, due to its elevated location.



In case of a typhoon, follow the weather new and abide with the rules below:

- ①Objects kept outside should be brought indoors or fastened firmly to prevent them from being blown away by the wind. Make sure the drainage outlet in the balcony is not clogged.
- ②Rain water may enter through the sliding windows, so spreading a cloth or a towel is highly recommended.
- ③The screen door may be damaged or blown away by the wind; if necessary, remove it and bring it inside.
- ④Expect blackouts. Water pumps may stop functioning, causing suspension of water supply, so make sure you have enough water in advance. Prepare a flashlight and charge the battery in your cellular phone in case you need to make an emergency phone call.
- ⑤Violent wind can move, turn over vehicles, and cause them to crash in to one another, so be sure to take necessary countermeasures.
- ⑥In case of a stationary typhoon, violent rains and winds can continue for several days. It is then necessary to purchase in advance sufficient supplies of beverages and food.
- ⑦After the typhoon
 - Make sure if everything is alright.
 - Report any damage to the storm sewer, the screen door, or windows to reception.
 - Rain and wind brought in with the typhoon contain salt, which may cause corrosion of the sliding door if left unattended. Therefore, wash the salt away with water paying attention not to use high pressure, since this may damage the waterproof part.

⑦Earthquakes

Earthquakes are frequent in Japan. Strong earthquakes are relatively rare in Okinawa, but since it is not possible to anticipate when an earthquake may strike, you should always be prepared.

- ①Purchase safety products that will protect furniture from falling over or overturning.
- ②Should an earthquake strike, duck under a table and protect yourself from objects falling from above.
- ③Doors and windows may be deformed due to strong swinging, which can make them difficult or impossible to open; consequently, you may be locked inside. Therefore, open doors or windows and make your way out in the intervals between swinging.
- ④To avoid a secondary disaster, extinguish any flame you may have been using. Make sure that gas is turned off at the main. Electric power restored after a blackout can cause electrical fires, so turn off the power by switching the breakers.
- ⑤Panicking during evacuation can be dangerous. Be cautious of aftershocks, which can follow a strong earthquake.

⑧Harmful insect, etc

You may see many ants/millipedes or small animals around your area by the season/weather change because OIST campus housing is in the nature environment.

When you see the dangerous animal such as habu snake or wild boar in OIST, do not go close to them and please contact the following number of onna village public office or Bosai Center.

Onna Public office(the villager section): 098-966-1205

Bosai Center: 098-966-8989

⑨Pets

Always report any pets to the Housing Management Section. Pet deposit will be charged. Please clean up after your pet to keep our community clean. Pick up your pet's

waste and dispose as burnable trash by yourself. Please do not dispose at the trash box of community area. All pets must be kept on leash in public area.

⑩Airtightness of the room

When using the kitchen and range hood fan on "high", it will be difficult to open the front door, so please open the window a little or change the range hood fan back to "low". Also, always leave the air intake open except for typhoons.

Leaving / Moving out

① Application for Leaving

Please contact to: housing@oist.jp with the request form of leaving & pay agreement from Campus Housing on TIDA before 30 days in leaving day when you decide to leave.

② Housing Inspection

Inspection will be taken two times for housing/furniture.

OIST Housing Team or OSV Village office contacts you for schedule for housing inspection. If you contract the furniture agreement, the furniture inspection is held on the first inspection.

If there are some damages or dirt, repair fee/replacement fee will be charged to the tenant.

③ Returning Deposit

OIST Housing Team or OSV Village office ask you to check the final pay calculated the final fee of utility, house rent, furniture fee, house cleaning, and repair. They ask you to confirm the final pay agreement with your signature.

The rest of deposit will be transferred to your bank account after the final pay agreement is confirmed.

Detailed procedure for moving out

**For both pre and final inspections, we ask your presence.*

1, Pre-inspection (About two weeks before moving out)

We will come to take a quick look at your room condition which takes 10 to 15mins.

✕You do not need to move furniture or personal items for pre-inspection.

Reminder: If there are damages that needs to be fixed or extra deep cleaning needs to be done, then there will be extra charges on top of House Cleaning Fee.

2, Final inspection (Day of move-out)

The final inspection should happen after the room is being emptied and lightly cleaned.

At the final inspection,

- your key(s) will need to be returned
- The room instruction manuals will be checked or returned
- There will be a final damage check of your room.

For both pre and final inspections, we ask your presence. Roommates will be notified when staff enters the room. However, roommates are not required to be present during inspections.

Please be sure all personal items include food, drink, sauces & spices and so on are removed from the room before the final inspection.

Nothing should be left in the room, please sort and discard garbage and unwanted items accordingly to the Onna-son rules.

Please plan ahead to discard bulk waste, as it takes a process to be taken by Onna-son. For detailed instructions on how to dispose of bulky waste, please see p. 13 of this Resident's Guide. Other disposal instructions are also included in the Resident's Guide, p. 10-p. 15.

If you have any questions, please feel free to contact us.

★What you need to do before you move out -退去までに必要な事-

• Fire insurance

If moving within the OIST: Please contact your fire insurance company and give them your new room number. Please let us know if you need help.

If you move out : Must cancel it yourself. Please cancel any insurance by yourself if purchased without us.

To cancel the Flex Insurance that you purchased through us, please provide policy number and a refund account in case there is a refund. (Japanese bank account required *A friend's account is acceptable). It seems to take more than two months for the refund. Please check with your insurance company for details.

Fire insurance (Flex) information:

TeL : 0120-77-2094

The guidance will be in Japanese, you can press 5 to choose to talk to the operator directly. Then ask for English operator.

• **AC Cleaning Appointments** : If you are moving out your unit after staying more than 12 months, you will need to do the AC deep cleaning by the professional. Please keep the receipt if you have already done the cleaning. If you have arranged for your own air conditioner cleaning within one year of the move-out date, it is not required. Please make cleaning appointments as early as possible, as they are sometimes booked up.

• **Confirmation of Consumables** : We will check the light bulbs and batteries at pre-inspection, but if you find any dead bulbs or batteries, please purchase them in advance.

*There is no need to cancel electricity, water, gas, or internet.



Leaving Procedure (OIST website)

★Example of expenses at the time of moving out

Below is an example of the cost to restore a room to its pre-move-in condition.

If there was damage caused by inadequate management when you lived there, there could be a charge for repairs. Please let us know in advance if you have any concerns.

• **House cleaning fee** : All residents are required to pay. Prices depend on the size of the room. Please check the OIST website for the latest prices. →<https://groups.oist.jp/bfm/housing-leaving-procedure>(OIST website), After accessing the above URL, please click on the “House Cleaning Fee” section.

• **Air Conditioner Cleaning** • • • If you are moving out your unit after staying more than 12 months, you will need to do the AC deep cleaning by the professional. Please keep the receipt if you have already done the cleaning. If you have arranged for your own air conditioner cleaning within one year of the move-out date, it is not required. Please make cleaning appointments as early as possible, as they are sometimes booked up.

- [\(Pet cleaning fee\)](#) • • • only for pet owners. Pet cleaning fee is required in addition to the house cleaning fee
- [\(Special cleaning fee\)](#) • • • In case of particularly dirty and special cleaning is required. By cleaning frequently on a regular basis, you can avoid grease, mold, dirt of outdoor unit area, and other special cleaning costs. Please feel free to contact us anytime if you have any problems with cleaning, etc.
- [\(Damage Repair Fee\)](#) • • • Normal use is not a problem. If you are concerned, please consult with us in advance.
- [\(In case consumables are not available\)](#) • • • Please check the batteries (in the remote control of the air conditioner), light bulbs, / especially the light bulbs in the bathroom and range hood.

* Please do not attach posters or hooks to the wall. It often causes damage.

* Removal fees may be charged if there are leftover items. If you do not know how to dispose of garbage, please consult with us in advance.

* The last utility bill will be deducted from the following month's pay or security deposit.



Leaving Procedure (OIST website)

After accessing the above URL, please click on the “House Cleaning Fee” section.

Other Precautions

①Moving in and out

Follow the rules below for smooth moving in and out:

- Many residents are expected to be moving in and out at the same time, so give way to each other and maintain order.
- Be careful not to damage common use spaces such as staircases and corridors when loading and unloading your belongings. Should damages occur, the resident or the moving company will bare the cost of repair.
- Garbage produced during moving out cannot be disposed of as regular garbage. Ask your moving company to collect it from you or dispose of it on your own.
- Should you have any pieces of furniture delivered to you directly from the store, make sure you are in your room for the delivery.



②Construction Work on OIST Property

OIST Housing Team or OSV Village Office will provide information regarding work on Campus Housing.

Please be aware that construction work is taking place at various locations on OIST campus, including the construction of housing areas and reserach buildings.

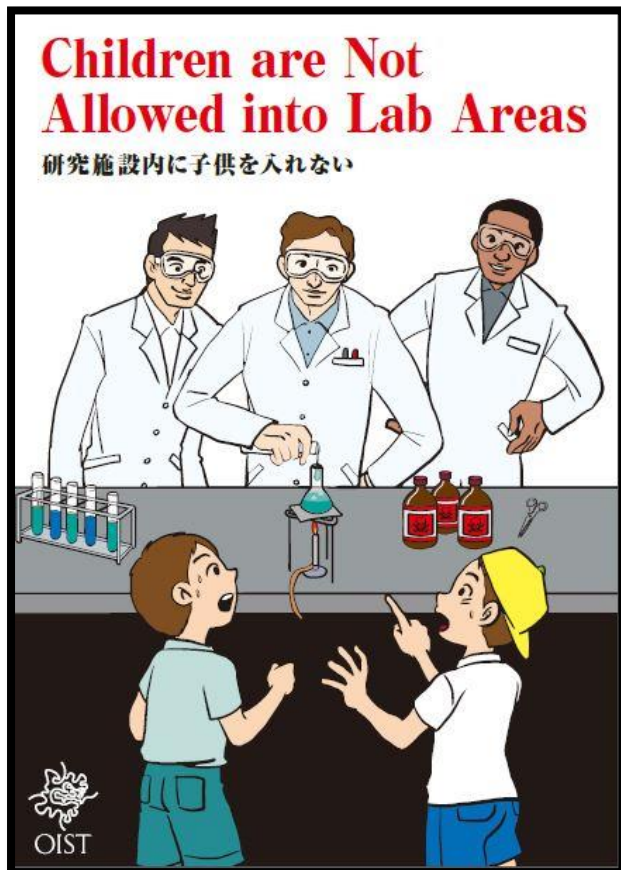
Please exercise caution and be safe when passing through the area.

③Physical and taint damages inside the room

Keep in mind that costs of repair or cleaning of all physical and taint damages will be borne by the resident. The room will be inspected on the occasion of moving out, and the amount of money necessary to cover any contingent costs of repair or cleaning will be deducted from your room deposit.

④Precautions for On Campus Residents

Safety for Children on Campus



Living on campus provides a very convenient and supportive life to working parents at OIST.

But living on campus also have some hazards which must be shared with your family/children.

You must teach and watch your children so as not to enter Lab area.

If your child is responsible enough to be left alone, do not encourage your child to come to your lab area if he or she needs anything while being left alone. Please remember that for safety reasons, children are never allowed into the Lab areas of OIST.

If your child needs to get in touch with you, he or she should do so by telephone. Make sure to leave children with a way to easily contact parents or emergency services while at work.

Safety for Children at Home

When leaving children unsupervised at OIST residence, parents should

- Visually or telephonically check in on children periodically.
- Post an emergency phone list where children can see it. Include 119, parents work and cell numbers, numbers for neighbors, and the numbers for anyone else who is close and trusted
- Practice an emergency plan with the child so they know what to do in the case of fire, injury, or other emergencies
- Remove or safely store dangerous items such as knives, hand tools, razor blades, scissors and other objects that can cause injury
- Make sure potential poisons like detergents, polishes, pesticides, are stored in locked cabinets or out of the reach of children.
- Make sure medicine is kept in a locked storage or out of the reach of children
- Install safety covers on all unused electrical outlets
- Limit any cooking a young child can do.
- Make sure smoke alarm is installed in home

Safety Steps for Children

When talking to children about being home alone, parents should stress the following:

- Lock the doors
- Never open the door to strangers. Always check before opening the door to anyone, look out through a peephole or window first
- Never tell anyone parents are not at home, say something like “He or She is busy now” .

Precautions 注意事項

- The grill of a gas stove is where you cook fish. When grilling fish, put water underneath. Be careful when handling it, as it will burn and produce smoke. Keep eyes on fire when using it. Please check the location of the fire extinguisher. 火の元には注意してください。万に備え、消火器の位置は確認してください。

- Birds have taken up residence in the outdoor unit area and may damage the outdoor unit. To avoid birds, open the door occasionally to let them know you are there. 部屋から行ける室外機置場のスペースがありますが、そこに鳥などが住みつくケースが出てきています。鳥などが住み着いてしまうとエアコンや給湯器が故障する恐れがありますので、もし鳥の気配を感じたら早めにご相談ください。



- It may be difficult to find the drain in your bathroom. It is up to the tenants to clean the drains, so please tell us if you don't know where it is. お風呂場の排水口を探すのが難しい箇所があります。探せない場合はお知らせください。



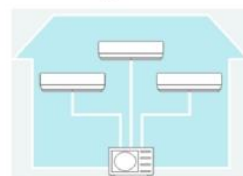
- Please do not duplicate the apartment key. If you need more keys, please come to our office and we will lend you. Depending on the location, the front door key may become rusty and difficult to lock. Please buy a keyhole spray to deal with this, or consult the office. 部屋の鍵の無断複製は禁止しています。余分に鍵が必要な場合は貸出可能ですのでお申し付けください。玄関鍵が回しにくくなってきたら、鍵穴スプレーを購入いただくか・オフィスに相談ください。

- Trunk rooms are available. However, in some places, air circulation is poor. Please use it according to the situation. Please don't put anything important in there. 部屋毎にトランクルームが割り当てられています。部屋の鍵で出入りできますが、トランクルームの位置によっては冷房や換気が上手いかわからない場所もございます。大切なものはトランクルームには置かないでください。



- One parking space is allocated for every room above 2 bedrooms except Village Center. Otherwise, please park in the surrounding areas without room number on it. 駐車場はVillage Center以外の2LDK以上の部屋に1台割り当てられています。それ以外の方は周りの部屋番号の書いていない場所に駐車してください。

- The air conditioner in the bedroom is a multi-air conditioner. All cooling and dehumidification or heating settings must be the same. 寝室のエアコンはマルチエアコンです。冷房・除湿または暖房の設定は全て同じにする必要があります。



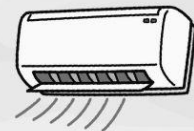
Remember!

It is your responsibility to...

- ☐ keep the drain clean and UNCLOGG when/if it cloggs



- ☐ keep the AC clean!
*An aunnual deep cleaning/maintainace of AC is highly recommended!



- ☐ replace any of the consumable supplies (batteries, light bulbs, cleaning supplies, garbage bags etc) that you use.



Please note that the can be hard to locate.



FIRE EMERGENCY PROCEDURE

Fire Response



1. Activate the nearest fire alarm.



2. Shout "FIRE" to alert others.



3. Leave the building by the nearest available exit.

※ The preferred assembly point will depend on where the fire occurs.



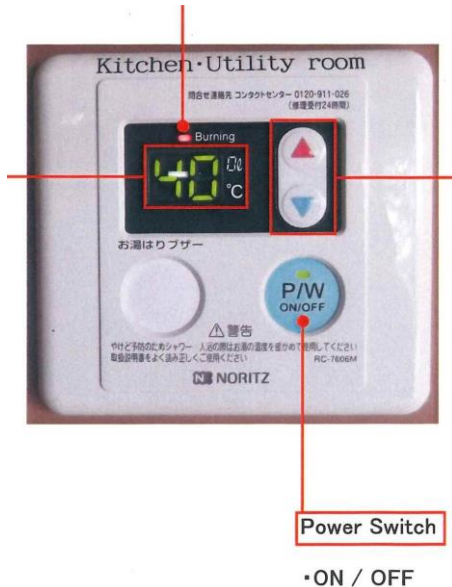
Do not use lifts.
Do not take risks.



Q&A

Q : Hot water is not available.

A : Do you turn on the hot water?



Q : Stove will not burn./ Stove fire is weak.

A : Is the battery dead? Please try replacing the batteries.



Q : There is a buzzing sound coming from the air conditioner.

A : Often the sound is due to lack of intake air. Are all the air intakes in the house open? If not open, please open them. Also, is the kitchen exhaust fan turned on? Kitchen exhaust fans have very high power to exhaust air. Use the kitchen exhaust fan only when cooking and open the window when in use.

Try to keep a balance between exhaust and intake air.

Q : The smell is coming up from the sewers.

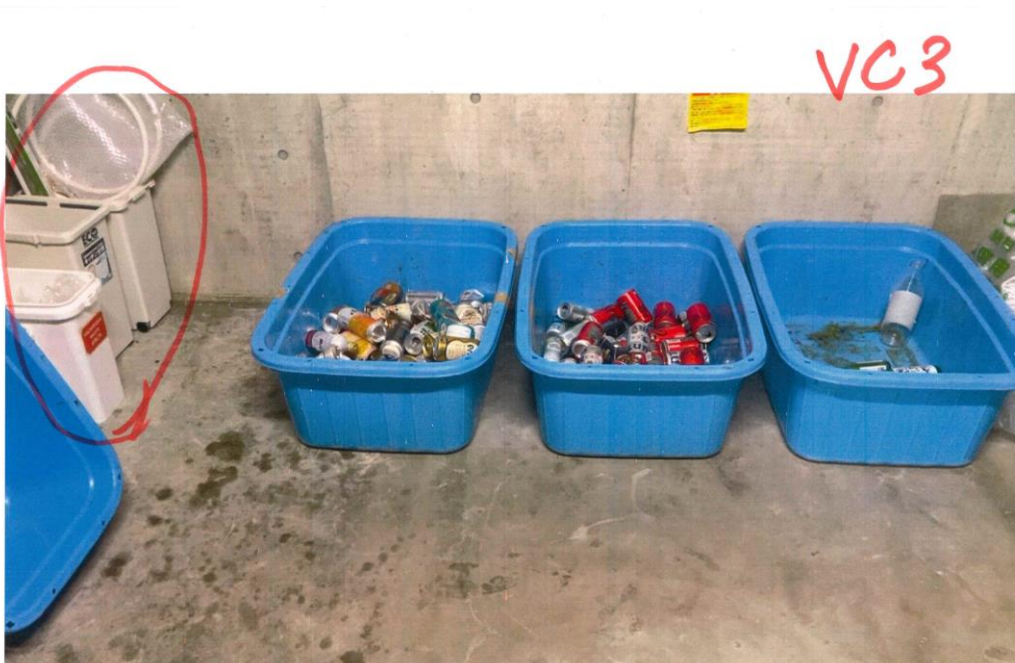
A : There may be lack of sealed water. Please add 2L of water to the drain.

Q : Drainpipe clogged.

A : Hair, etc. may be clogged. Please remove it. Then clean with Pipe Unish.

Q : I can't find a place to dispose of VC3 hazardous waste (light bulbs and batteries)

A : VC3 is located in the basement of Village Office. Please take the elevator on the ocean side and go down to the basement. After that, go outside and you will see the AA garbage area, go inside and find the hazardous waste pickup area on the left side!



Conclusion

Since the residence is home for many, there are various rules that need to be followed. Therefore, we kindly ask the residents to respect these rules, not cause nuisances to fellow residents, and assist one another.

Memo