

# 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 III Kabushiki gaisha**

2021 Sep. Ver.1

# Introduction

This Residence Guide contains tips, resources, and reminders regarding 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.

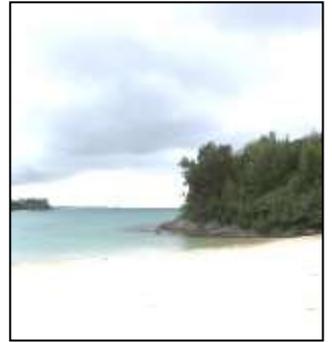
For many of you, this might your first time in Okinawa. We encourage you to enjoy your life in Okinawa to the fullest and wish you the best in your endeavors.

# 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 (The Gardens Office OKINAWA-SV III)

The office is located on the basement floor of the SS Building of the Gardens.  
The Gardens Office handles mainly structural issues of the residence and building, as well as moving in/out process of the residents.

**FOR RESIDENTIAL PROBLEMS**  
(Electrical/Gas appliances, Plumbing, Furniture etc.)



Please contact us via email!

**gardens\_office@gojin.co.jp**



### FOR EMERGENCY

Weekday 9:00-18:00    Weekend/holidays 9:00-17:00

\*Closed on new year holidays and golden week

**TEL: 070-8703-2326** (The Gardens office)

Nighttime and outside of office hours

\*The Gardens Office will take over the cases that can be dealt on the next day.

**TEL: 050-5835-2236** (Call Center)

### ☆Services☆

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

### ☆Outsourced Services☆

- Dry cleaning (Occasionally no service)
- Taxi
- Parcel delivery service



※Emergency calls during non-business hours, such as in the late evenings, should be made to the Safety Control Center.

OIST Safety Control Center:0120-477-476



## Address

The address of the residence is as follows

The Gardens Building code & Room Number,  
1919-1 Tancha, Onna Village, Kunigami, Okinawa

Japan 904-0497

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※ 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. There is no bicycle, motor-bike parking in the Gardens' property.

- Lock your vehicle even when 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.
- Please let the Gardens office know when you use a parking spot other than your designated spot temporary, or to use the guest parking.



## Garbage Disposal

There is a designated garbage disposal area. Make sure to follow Onna Village’ s garbage disposal regulations. Keep the hallways and the elevator clean when taking out the garbage.

- The garbage collection days are different and set for each garbage types. Check the collection day and take the garbage to the disposal area between 6-8 am on the day of collection. If you are unable to make it to the time, wait until the next collection day.
- Flammables, non-flammables, plastic bottles (PET bottles) and clothing each require a designated garbage bag.
- Do not put cans and bottles in a bag. Simply place them inside a basket in the disposal area.
- Used paper material: books, newspapers, and corrugated cardboard boxes should be bound with paper strings separately. Please do not dispose on a rainy day, the wet papers will not be collected nor recycled.
- You need a pre-paid sticker ticket by Onna village to dispose bulk waste. Select a collection date when you purchase a ticket, and place the garbage in the disposal area with the ticket affixed. You may also take the garbage directly to Onna Village’ s final waste processing center (requires a fee).
- Paper boxes you used for moving cannot be placed in the disposal area. Either ask the moving company to take them or dispose of them on your own.

Garbage Collection Day	
Flammables	Mondays and Thursdays
Nonflammables	Thursdays
Recyclables & toxic waste	1st and 3rd Saturdays
Bulky garbage	2nd and 4th Mondays

<<Onna Village Final Waste Processing Center>>

TEL 098-965-6486

# On Campus-Living Trash Guidance

The Gardens

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

1. talk to the Gardens Office
2. Go to Onna Village hall to purchase the sticker ticket
3. Pick a date of bulk waste collection day (2nd & 4th Monday of the month)
4. Set the place of pick up: show the garbage bin closest to you
5. Purchase the sticker ticket according to the size of bulk waste
6. 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



G 24

In FN building, there is a space for cardboard and hazardous wastes under the staircase close to the roadside.

**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

- \* You can buy the garbage bags at Jimmy's (1<sup>st</sup> Floor on Village Center)
- \* These bags are available only at supermarkets in Onna Village for use within Onna village.
- \* If you are not sure how to dispose your trash, especially bulk waste, recycle appliances (TV, refrigerator, wash machine, and PC), please contact to the Gardens Office ([gardens\\_office@gojin.co.jp](mailto:gardens_office@gojin.co.jp)) before you put your trash out to garbage are.



## Electricity

Electricity is already available in your residence. Simply turn the breaker on. 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. Water 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.

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



## Gas

Gas fee will be charged to the resident(s) from the day of move-in till the day of move-out like electricity and water.

\* On the day of move-out, the electricity and water meters will be checked and recorded. The gas meter will be checked by the gas company.

For the electricity and water fees may be deducted from your security deposit.



## Telephone

Please let the Gardens office know when you want to install a new line to your unit in advance. To install a new phone line or move an existing line, please call a phone company. Unlike other utilities, telephone line and its fee is your sole responsibility and payment should be dealt directly with the telephone company.



## Internet

There is internet (Wi-Fi) connection that you can use in your unit. You will be asked to fill out and sign an agreement. Please refer to the Wi-Fi connection guidance that's provided. The internet fee will be charged individually to each resident.

For Inquiry regarding Wi-Fi connection, please contact

Customer Support Center: 0120-901-197 (24H available)

※ For English, press 2 after the guidance.

Email [info@cs-contact.jp](mailto:info@cs-contact.jp)



## Mailbox

The mailbox is locked. The password is in the instruction manual, so please check it yourself.



## Keys

The office does not have a spare key to replace. If you lose your key, the entire lock on your door will have to be changed for security.

Do not write your name/address/room number on your keys. It might be misused by someone else with the information.

If you lose your key, notify the Gardens Office. If the office is closed, contact the call center (0120-477-476).



## Elevator

Be careful not to drop small objects like keys 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

For emergency, visit OIST clinic during open hours, or call the number below

OISTClinic :  098-982-3446 内線 23446



## Emergency and Accidents

If you are in a dangerous situation or if someone else around you is in a dangerous situation, please contact below.

- 24HRS OIST HELPLINE : 098-966-8989
- Fire Engine/Ambulance : 119
- Police : 110
- TELL Lifeline : 03-5774-0992

The call can be made anonymously only with the telephone call fee; domestic calls only. (9am-11pm)

- Japan Helpline : 0570-000-911

One and only Japan's non-profit 24HRS emergency correspondence service.



## Leaving for a While?

If you are leaving the residence for an extended period of time, please notify the Gardens Office 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.

Due to Okinawa's high humidity, the mold maybe caused in the room without a ventilation. Please keep the air conditioning and ventilation on to keep the moisture out of the room.

## Facilities for Shared Use



### Coin Laundry

The coin laundry is located on the first floor of the Village Center/South hill. You are free to use any available washing/drying machine inside.



### Fitness Gym

The fitness gym is located on the first floor of the Village Center. 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). There is a user fee for fitness gym.



### Meeting Room

The meeting room is located on the first floor of the Village Center. It is available to all the residents of the Gardens and OISTers. The booking is required to use the room, please contact Recreation Services.



### Lounge

There are two lounges (Plumeria and Hibiscus) located on the basement floor of SS (Share South) building at the Gardens. Also, there is one on the first floor of Village Center. All lounges are available to all the residents of the Gardens and OISTers. The booking is required to use the room, please contact Recreation Services.



## Tenant Shop

Convenience store is located on the first floor of the Village Center West Building  
Onna village garbage bags and paper strings are available



## The Garden's Kitchen

There are the Gardens kitchen is located on the basement floor of SS (Share South) building, next to the lounges. It is available to all OISTers. The community kitchen doesn't have any ingredients, spices, plates, cooking utensils nor cleaning supplies and detergents. The booking is required to use the Garden's kitchen, you can make booking through Outlook.

Please clean the kitchen after you use, do not leave any food and waste in the kitchen. Keep the fridge clean and please do not leave any food in the fridge nor in the kitchen.

Please be respectful and keep the kitchen clean and organized.

### ☆Available Facilities☆

- Gas stove
- Gas oven
- Refrigerator
- Water



## Smoking Area

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

Please do not smoke in other places.

# Precautions Regarding the Residence Life

## ① Noise

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.).

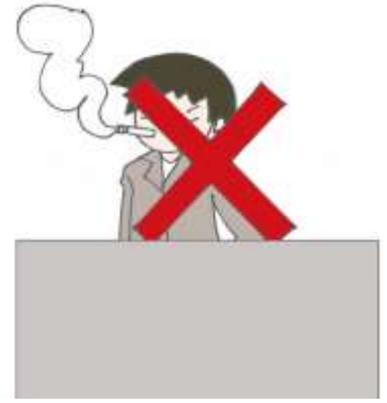


- Rubber-soled tables and chairs or felted slippers can help soften the sound.

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 wind.
- 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 the Gardens Office when noticing a burnt-out light bulb in common area



## ④Drainage, leakage and flooding

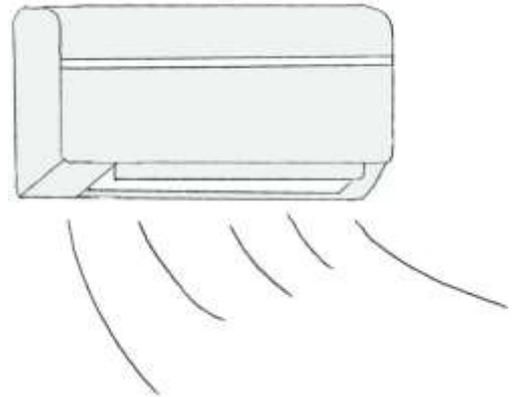
Water leaks can be a major problem in our lives. If water leaks due to carelessness, it will spread to the downstairs and adjacent units, and cause compensation for damages. Please clean the inside of the "sink trap" periodically, as tea husks, rice grains, etc. tend to accumulate in the waste receptacle. 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 (using your air conditioner's cooling mode also removes humidity and leaves you with lighter electricity bills than the dehumidifying mode).



- Do not turn off the ventilation 24 hours
- 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 news and abide with the rules below:

- ① Objects 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.
- ② Rain water may enter through the sliding windows, so spreading a cloth or a towel is highly recommended.
- ③ The screen door may be damaged or blown away by the wind; if necessary, remove it and bring it inside.
- ④ Expect 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.
- ⑤ Violent wind can move, turn over vehicles, and cause them to crash into one another, so be sure to take necessary countermeasures.
- ⑥ In 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.
- ⑦ After 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, 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

## ⑨ Pets

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.

## ⑩ Air tightness of the room

- For sound insulation, the door of the share room is difficult to close, but it's not a problem.
- Since the building is very airtight, it will be difficult to open the front door when using the kitchen and range hood fan on "high", so please open the window a little or turn the range hood fan back to "low". Also, always leave the air intake open except during typhoons.

## Leaving / Moving out

### ① Application for Leaving

Please contact to: [housing@oist.jp](mailto: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.

## Other Precautions

### ① Moving 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.



### ② Construction Work on OIST Property

OIST Housing Team or OSV III The Gardens Office will provide information regarding work on Campus Housing.

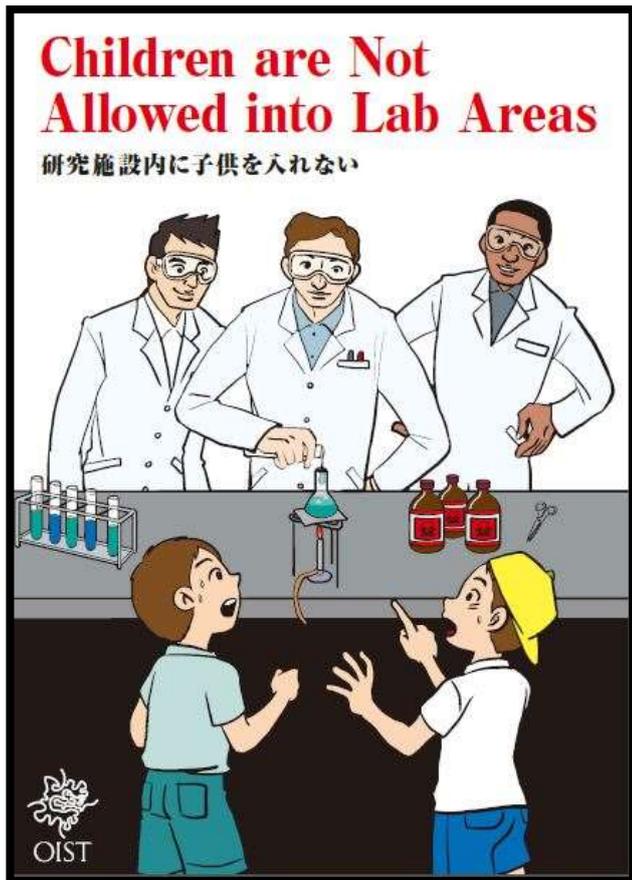
Please be aware that construction work is taking place at various locations on OIST campus, including the construction of housing areas and research buildings.

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

### ③ Physical 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” .

## **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.