

Housing Orientation Housing Management Section





Intern Accommodation

Website

(In the room information email)

Intern Accommodation (for RI and VRS)



Bedding To Be Prepared by Resident

Please make sure to bring your own **Matless sheets**, **Comforter cover**, and **Pillowcase**. Please refrain from using the bed without sheets and pillowcases.

[Size of items provided]


- Matless (120 x 198 x 26 cm)
- Comforter/duvet (170 x 210 cm)
- Pillow (40 x 80 cm)



① Accommodation Agreement & ② Room Check Sheet

Due: within 3 days after move-in

Buildings and Facilities Management Division
Intern Accommodation Agreement (インターン 宿舎同意書)

 **Before your move-in date, please submit this agreement.**
入居日前までに提出をお願いいたします。

1. Keeping the Accommodation Comfortable and Safe (施設の維持)

2. Accommodation Rules (宿舎利用ルール)

3. Entering The Room (居室内への立入り)

4. Disclaimer (免責事項)

5. In Case of Emergency (緊急時の対応)

Acknowledgement (承認)

Buildings and Facilities Management Division
Furniture and Room Check List (Intern Accommodation)

Please submit this within 3 days after your move-in date.
入居日から3日以内に提出をお願いします。

Upon move-out, you may be charged for any damage other than those reported on this form.
退去時、このフォームで報告された以外の不具合がある場合、ご請求の対象になることがあります。

• Resident Information 入居者情報

• Bedroom ベッドルーム

• Kitchen キッチン

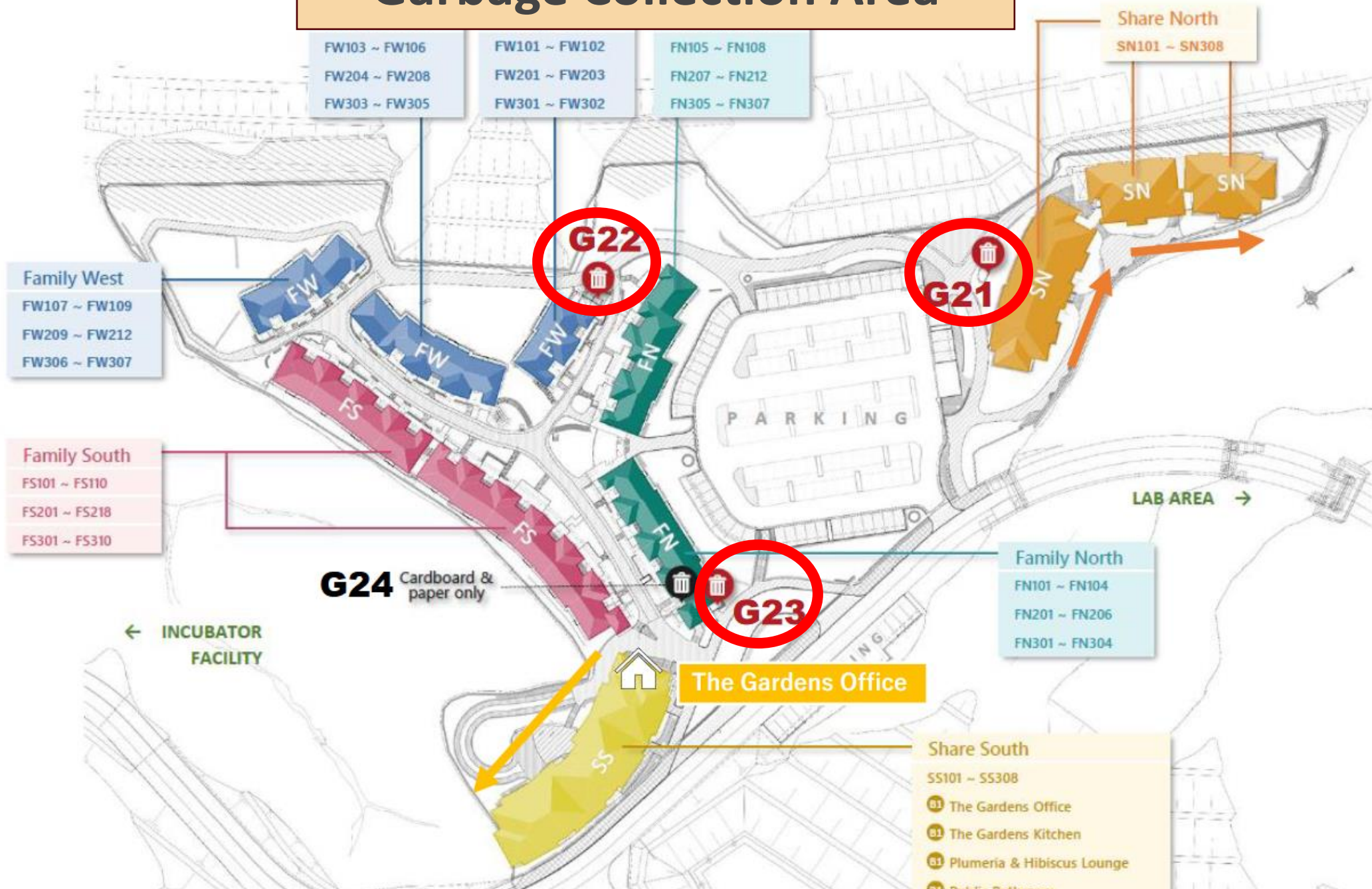
• Dining Room ダイニングルーム

• Other その他

• Comment コメント

• Attachment 添付

Garbage Collection Area





Burnable, Non-burnable wastes, cans, glasses, Recyclables





Cardboards, papers, Hazardous wastes



Burnable Wastes



※Use bags designated for burnable wastes.

Food Scraps



※Drain of liquid before disposal.

Cooking Oil



※Use newspapers or cloths to absorb oil, or oil solidifier sold in stores.

Disposable Diapers



※Remove all solids and flush down toilet.

Plastics/CDs/Cassettes/ Video Tapes/Rubber, etc.

CDs, cassettes, video tapes, vinyl or polyester bags, other plastic products, etc



※PET bottles are recyclable.

Scrap Paper/Carbon Paper/ FAX Paper (Thermal Paper)

FAX paper (thermal paper), carbon paper, and tissue paper



Yard Wastes



※Branches capable of damaging garbage trucks should be disposed of as bulk waste.

Cloths



Non-Burnable Wastes



※Use bags designated for non-burnable wastes.

Ceramics (bpwls, dishes)/Glass (including heat resistant glass)/Oil or Cosmetic Bottles, etc



※Branches capable of damaging garbage trucks should be disposed of as bulk waste.

Small Appliances



Disposable Lighters



※Empty before disposal.

Metal/Kettles/Hangera/ Umbrellas, etc.



Razors/Cutters/ Knives/Saws, etc



※Wrap broken shards or blades in heavy paper.

Broken Glass Mirrors



- Do NOT mix with non-burnable wastes such as cans, bottles & metals.



- Do NOT mix with recyclables.



Bring them to G21, 22, 23

Recyclables

Paper Wastes



Use Paper Cord

※Separate by type and tie with paper strings. (Do not use duct tape.)

Paper Cartons

Rinse, cut open, and tie crisscross with string (Cartons with aluminum linings are burnable waste.)



Books

Comics, magazines, paperbacks, hardcovers, paper boxes, etc

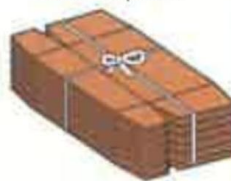


Newspapers/Fliers/ Sheets of Paper



Cardboard

Remove all tape and staples.



Not collected on rainy days

- Paper cannot be recycled once soaked.
- Keep until next collection day if raining.

≠ Non-recyclable items:
FAX paper (thermal paper)/
photographs/oilpaper/
envelopes with windows/
carbon paper
(Above items must be treated as burnable wastes.)

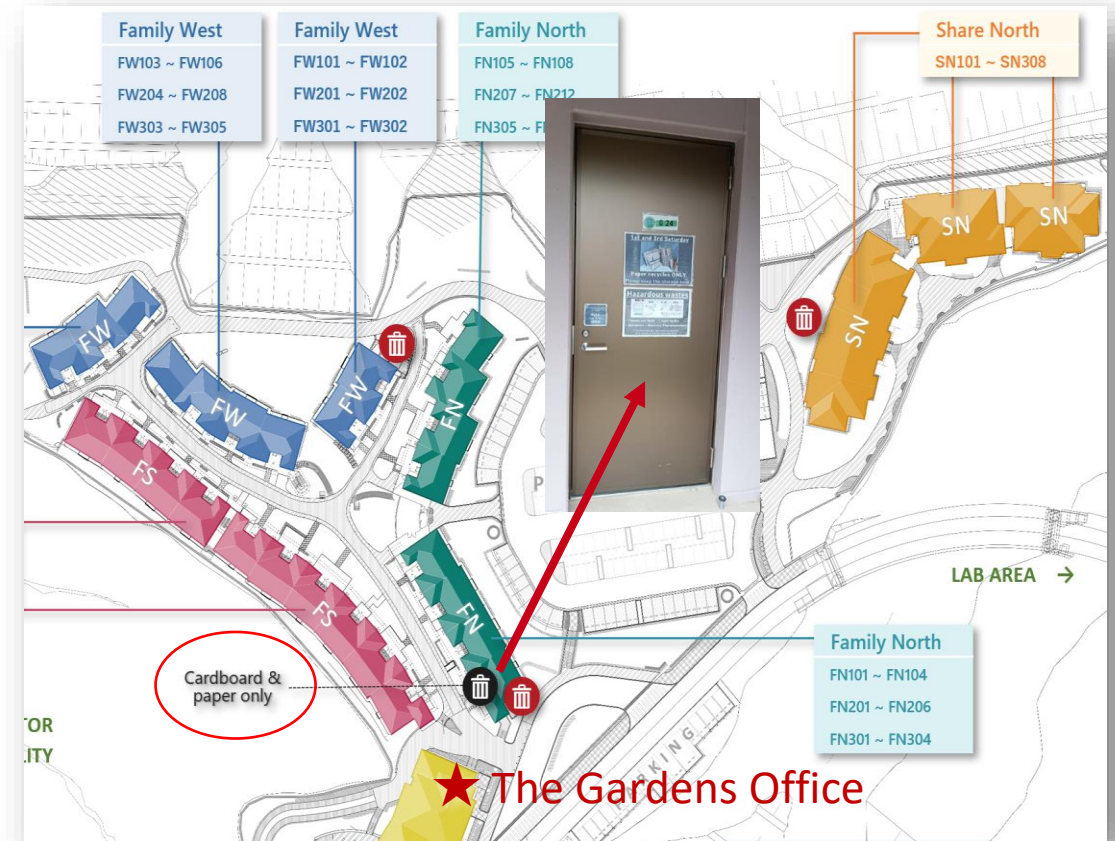


≠ Do not insert in bags.

Please Do!

- Tie with paper string.
- Leave in the paper garbage storage.

Garbage collection areas



Recyclables



PET Bottles

Include only items bearing the symbol to the right.



※All recyclable PET bottles bear the symbol either on the sides or bottom.

※Use bags designated for recyclable items.

●Dispose of containers NOT having the symbol or containers for oil, dressings, sauce, detergents, shampoo or cosmetics as burnable waste.



※PET bottles cannot be recycled if containing cigarette butts or other foreign matter.



※Remove caps and rinse before disposal.

Glass Bottles & Jars



① Remove all caps or corks.



② Rinse out.

Reusable bottles



Other bottles



Cans

Steel Cans



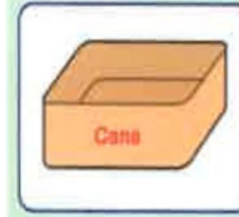
All steel cans bear the above symbol.



Aluminum Cans



All aluminum cans bear the above symbol.



※Provide a box or container for disposal.

Aerosol Cans

Gas cylinders for portable gas stoves, insect or hair spray cans, etc



※Cans cannot be recycled if containing cigarette butts or other foreign matter.

- Empty and rinse before putting out.
- Dispose of empty paint, oil or bulk (18L) food cans as non-burnable waste.
- Completely use up aerosol cans before disposal.

Please Do!

- Remove caps and labels
- Rinse out

Please Do!

- De-pressurize Aerosol cans

Bring them to G21, 22, 23



Bulk Wastes

Please go to Onna municipal office

What Is Included in Bulk Wastes?

In principle, whatever cannot fit into a designated bag is bulk waste. If broken into pieces small enough to fit into designated bags, items can be disposed of as burnable or non-burnable wastes.

※Call Section in charge for more info about collections.



Hazardous Wastes



※Provide a box or container for disposal.

Florescent Lights/Bulbs



Batteries



Mercury Thermometers



- Buy a collection voucher.
- Make a reservation



- Do NOT mix with other waste.



Control Humidity

- **Mold**

If you see mold, please wipe away asap!



Recommended A/C setting

Feb 15 – Nov 15:

Dry mode : -1 to +2

Or

Cool Mode at 26°C

Nov – Feb 15 : Up to you!

- **Condensation**



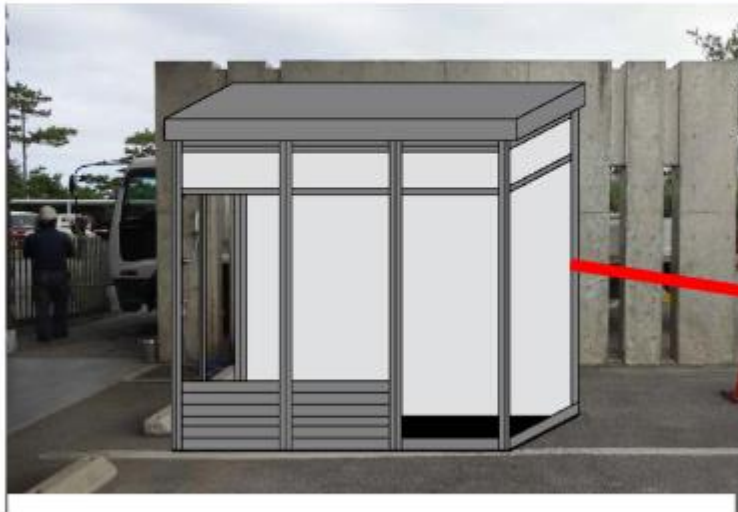


Please flush only toilet paper in the toilet.

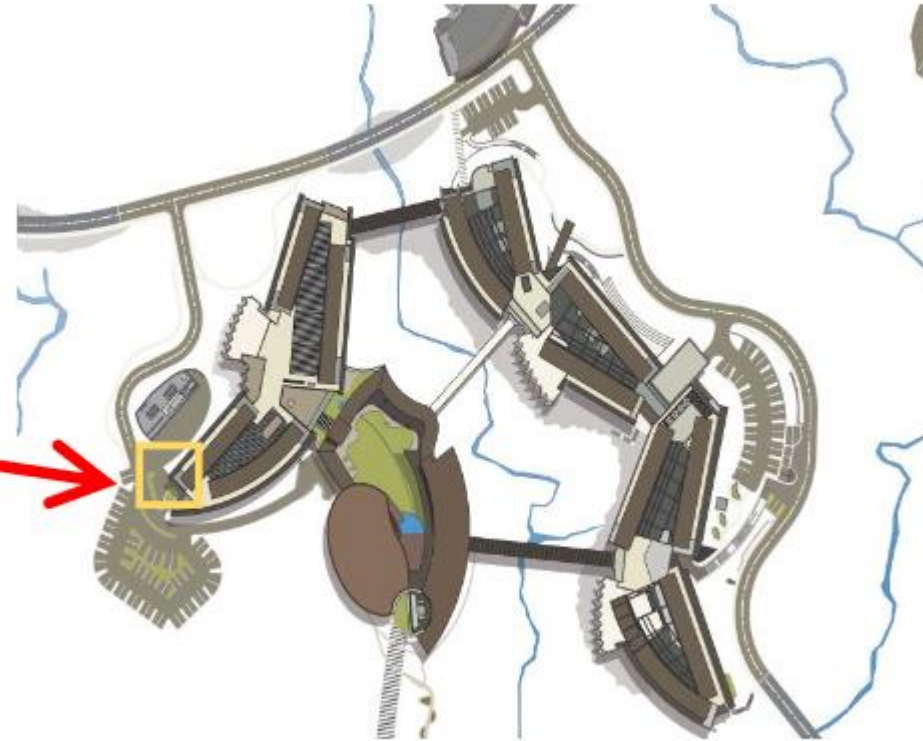


Please smoke at DESIGNATED SMOKING AREA

New Smoking Booth



The number of people: up to 6



Inspection



① Preparation inspection

– Staff will enter empty bed room and check common area.

② On-site inspection

– Staff and resident check together.

③ Move out inspection

– Staff will check empty bed room and common area

- We check based on [Cleaning checklist](#)
- Do NOT put any personal item in common area
- If you find previous resident's items, please dispose them.
- When you get 2 warnings, you have to pay for cleaning fee.



When you check out...
Please return your keys to RED BOX in the Gardens office!!



Contact Information



University



Housing Management Section

student-housing@oist.jp

OPEN HOURS

Weekdays 9:00 – 17:30

- Room allocation
- Monthly & Move-out inspections



合人社 The Gardens Office

Housing Management Company



Gradens Office

gardens_office@gojin.co.jp

OPEN HOURS

Weekdays 9:00 – 18:00

Weekends & Holidays 9:00 – 17:00

- Building management
- Furniture, AC/, Gas stove

Nighttime Emergency
050-5835-2236



Any questions?

[Intern Accommodation Website](#)

