

# Residential Guide



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

合人社計画研究所 分譲マンション総合管理業  
建築コンサルタント

OKINAWA SCIENTISTS VILLAGE 株式会社

# **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.

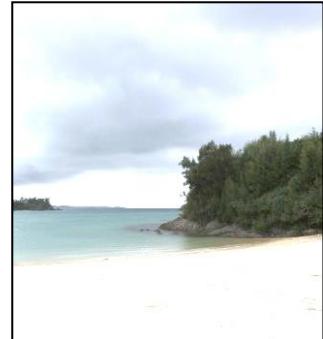
For many of you, this might your first time in Okinawa. We encourage you to enjoy your life in Okinawa to the fullest and wish you the best in your endeavors.

## 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.



# 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



## Reception Office (Village Office)

The office is located on the first floor of the Village Center East Building, handling issues such as procedural matters concerning relocation, facility use, and repair. Feel free to visit the office if there is anything you need.

### ☆Contact Address☆

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: National holidays & Year-end and New Year holidays

### ☆Services☆

- Handling of room keys and room check upon relocation
- Guide to graduate university facilities
- Guide to other surrounding facilities
- Facility repair (residence and common areas)

### ☆Outsourced Services☆

- Dry cleaning
- Taxi
- Courier



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

OIST Safety Control Center: 098-966-8989



## Address

The address of the residence is as follows

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

Japan 904-0497



## 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.



## 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.

### Garbage Collection Day

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

<<Onna Village Final Waste Processing Center>>

TEL 098-965-6486

- Each garbage type has its own designated collection day(s). Take the garbage to the disposal area by 8 a.m. on the collection day. If you are unable to make this time, wait until the next collection day.
- Flammables, nonflammables, plastic bottles, and clothing each require a special garbage disposal bag, respectively.
- Do not put cans and bottles in a bag. Simply place them inside a basket in the disposal area.
- Paper material: books, newspapers, and paper boxes should be bound separately.
- You need a ticket for the disposal of bulky garbage. Select a collection date when you buy a ticket, and place the garbage in the deposit 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 relocation cannot be placed in the disposal area. Either ask the moving company to take them or dispose of them on your own.

### Prices of Designated Garbage Bags

Flammables	Large (10 bags)	300 yen
	Medium (10 bags)	200 yen
Nonflammables	Medium (10 bags)	200 yen
	Large (10 bags)	300 yen
Recyclables	Medium (10 bags)	200 yen
	Large (10 bags)	300 yen

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



## Electricity

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

Call a local telephone company if you wish to install a new line or move an existing line. Unlike other utilities, telephone charges are your sole responsibility and payment should be dealt directly with the telephone company.



## Internet

Contact a local Internet service provider (Okinawa Cellular Telephone Company) 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 security code for your mailbox is written on the instruction document.



## 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 Safety Control Center.

### ★The residence key opens★

- Common lounge
- Kitchen room
- Trunk room entrance
- Laundry room
- Meeting room
- Kitchen room storage
- Trunk room (yours only)



## 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 sick or hurt, contact the infirmary inside OIST. If the infirmary is closed (e.g. late evening), contact the Safety Control Center.

Safety Control Center : 098-966-8989



## 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.

# 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.



## Meeting Room

The meeting room is on the first floor of the Village Center, and is available to all graduate university personnel. Please make a reservation through OIST Outlook.



## Lounge

The lounge is on the first floor of the Village Center, and is available to all OISTers. Please make a reservation through OIST Outlook.



## 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.

Do not leave your kitchen items/goods after you finished

Please make a reservation through OIST Outlook, if you want to use.

Keep the kitchen clean and organized.

### ★Available Facilities★

- Gas stove
- Electric oven
- Water
- Dining table and chairs
- Dish washer
- Refrigerator
- Cooking table



## Tenant Shop

『Jimmy's』 is on the first floor of the Village Center West Building

You can purchase daily necessities and a designated garbage bag.

Business hours 10:00-19:30     Sunday/National Holiday: Closed

Phone Number 098-911-4934



## Smoking Area

The smoking area is located the court/ocean side in village center. All smoker must use only smoking area not your balcony or other area. Please turn off a cigarette stub and throw away the ashtray.

(Smoking Service time: 19:00-8:00 on weekday,

24hours/all day on Sat, Sun and National holiday)

# 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.

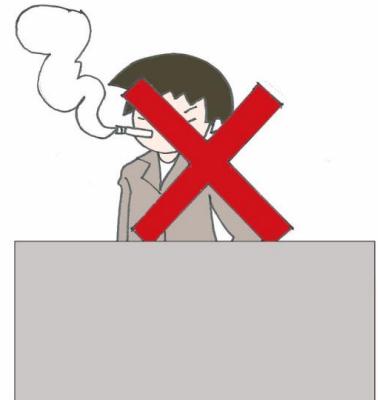
Impulsive noise, on the other hand, travels through floors and walls and is therefore much harder to block efficiently, especially in rooms with flooring instead of a carpet.

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).

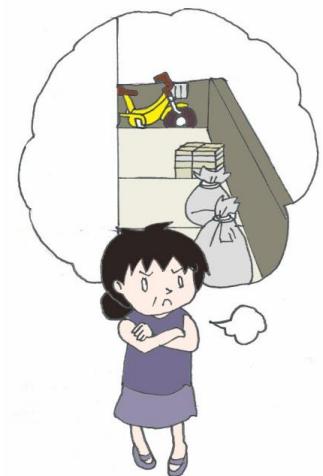
## ②Using the balcony

- 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 reception should you notice a burnt-out light bulb.



## ④Drainage, leakage and flooding

Water leakage is a serious threat in shared lodgings. Not only does leakage caused by carelessness become a nuisance to your neighbors, but it can also give rise to the problem of compensation for damages.

Leakage can be caused by used teabags or rice leftovers in the garbage tray of the sink, so be sure to empty the tray regularly. Be careful not to flush the waste down the water pipes, since it may clog them or cause bad smell.

Waste frying oil may also clog the pipes, so refrain from flushing it down; use a coagulant or steep it with a piece paper or fabric, and dispose of it as burnable garbage.

Remove hair or threads of fabric from the drain trap in the shower room; do not flush them down the water pipes.

The balcony drainage outlet should only be used on the occasion of rain. Do not use it to drain filthy water or water in great volumes, since this can cause a nuisance to the residents living either below or on your sides.

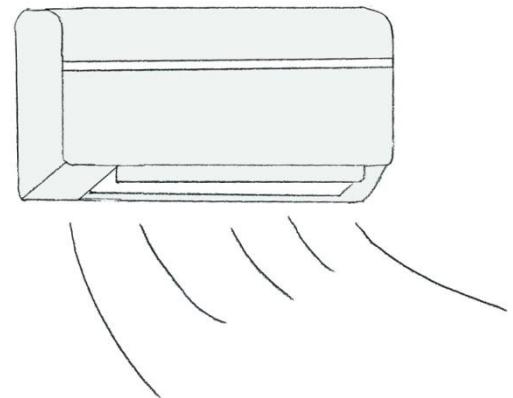


In case of inspection of water pipes, we may need to enter your room after prior notification, so your cooperation will be appreciated

## ⑤Dealing 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).
- 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:



- 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 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

# **Leaving / Moving out**

## **① Application for Leaving**

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

## **② Housing Inspection**

We have twice inspections of housing/furniture.

OIST Housing Team or Village office contacts you about the date of housing inspection. If you contact the furniture agreement, the furniture inspection is held on the first inspection.

If found some damage or dirt, it is charged to tenant.

## **③ The final pay**

OIST Housing Team or Village office ask you about the final pay are calculated the final fee of utility, house rent, furniture rent, house cleaning, and repair.

The rest of deposit is calculated and deducted will transfer to your bank account after receive the sign for the final pay agreement.

# 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 bear 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.



## ②Physical 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.

## ③Construction work in the OIST premises

Various construction projects are undertaken in residential and research buildings throughout the premises. Construction work is safely conducted, but it is always advisable to remain cautious in the vicinity.

## **Conclusion**

You may find life in Japan confusing, so feel free to ask at reception if you need any assistance. We will do our best to help you.

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.