



Student Dormitory Guide

Global Dormitory

Shibaura Institute of Technology

SEPTEMBER 2018

I. Shibaura Institute of Technology Global Dormitory outline

[Global Dormitory Philosophy]

The Global Dormitory offers students a place to cultivate an international mindset, sociality, and individual autonomy through cultural exchange and dormitory life.

[Understanding the Concept of the Global Dormitory]

Dormitory life is living together in which residents cross nationality, faculty, and department boundaries to share their daily lives, living according to the same rules.

To ensure that life is comfortable and meaningful it is essential that each resident abides by the rules and acts so as not to inconvenience others. Unlike when living alone, dormitory life comes with various rules and by living together within such rules residents can improve their interpersonal skills, and work on communication skills that are essential for playing an active part in society. Enjoy a meaningful experience by living in the Global Dormitory!

[Outline of the Dormitory]

1. Name and Address

Name: Shibaura Institute of Technology Global Dormitory (SIT Global Dormitory)

Address: 868-2 Fukasaku, Minuma-ku, Saitama-shi, Saitama, 337-0003

2. Facilities & Equipment

123 Rooms on second to fifth floor

Facility / Equipment	Floor	Details
Single rooms (17m ²) (electricity capacity: 30A)	2-5	Unit bath (3 part set: shower/bath, washbasin, and warm water toilet), bed, mattress, book shelves, desk, chair, cabinet, shoe storage, air conditioning unit, LAN, interphone helmet, hanger rack
Common rooms	2-5	Television, chairs, tables
Shared kitchens	2-5	IH cooking heater, microwave oven, electric kettle, cooking equipment
Laundry rooms (coin operated)	2-5	Washer (JPY100 per wash) Dryer (JPY100 per 30 minutes)
Vending machine	1	Soft drinks, snacks, etc.

Multipurpose room	1	Tables, chairs, projector, screen, PA system
Meeting room	1	Tables, chairs
Other	1	Private mail box, bicycle parking, Manager's Office, garbage area, table tennis set

3. Management and Receipt of Payments

Shibaura Institute of Technology outsourcing the management and the collection of dormitory fees to a third-party agency.

Contractor: National Student Information Center (NASIC) Dormitory Management Section
Aoyama Oval Bldg. 10F, 5-52-2, Jingumae, Shibuya-ku, Tokyo, 150-0001
Tel: 03-5466-1208 Fax: 03-5466-1209

4. Manager's Office (Next to the entrance)

Business hours: Monday to Saturday 8:00 a.m. - 7:00 p.m.

Sunday and Holiday 8:00 a.m. - 5:00 p.m.

The Manager's Office carries out various administrative tasks relating to living in the dormitory.

The manager lives in the dormitory room# 229. Residents can contact by interphone, or at the following phone numbers in emergencies.

Tel: 048-686-8670 Fax: 048-686-8671

Emergency contact: 080-3830-8933

Email: sitgd@muse.ocn.ne.jp

5. Operation of the Dormitory

(1) RA (Resident Advisor)

At Global Dormitory a senior student resides on each residential floor and acts as a RA (resident advisor), giving advice to those who live in the dormitory.

Please promptly follow any instructions given by the manager or RAs. RAs are available to give advice regarding personal matters also. Please feel free to consult with RAs.

(2) Floor meetings

RAs of each floor conduct floor meetings periodically. All residents must attend the meetings because schedule of persons in charge of cleaning and throwing garbage need to be decided. If you can't attend the meeting, please notify RA about reason by E-mail.

(3) Violation of Residents' Rules

In case of violation of the rules, such as not attending the floor meeting or not following the decisions made, you may be asked to move out from the Dormitory.

6. List of forms to submit

Following is list of forms that you may need to submit when necessary. Please contact the Student Affairs Section or Manager's office for further details.

Name of forms	How to get	Where to submit	Remarks
Application	SIT sends to successful applicants	Student Affairs Section (Omiya)	Mandatory for all residents
Pledge	SIT sends to successful applicants	Manager's office	Mandatory for all residents
Renter's Insurance	SIT sends to successful applicants	Follow an enclosed instruction by insurance agent	Mandatory for all residents
Application for Automatic Bill payment	SIT sends to successful applicants	Manager's office	Mandatory for all residents
Application for Bicycle Parking at Omiya Campus	Student Affairs Section(Omiya)	Student Affairs Section (Omiya)	Mandatory for parking your bicycle at the dormitory
Lost Item Report	Manager's Office	Manager's Office	When you lost your items relates to dormitory. E.g. Key
All-Purpose Report	Manager's Office	Manager's Office	Facility use, accident, theft, damage, etc.
Request for the use of the Multipurpose Room	Manager's Office	Manager's Office	For the facility use, application is available from 30 days in advance. Submit along with "Activity Plan" sheet when you organize an event.
Overnight Absence Notification	Manager's Office	Manager's Office	Submit in advance If it's emergency, email the manager.
Long-term Absence Notification	Manager's Office	Manager's Office	Submit in advance
Notification of Temporary Return to Home Country	Manager's Office	Manager's Office	Submit in advance
Event Absence Notification	Student Affairs Section (Omiya)	Student Affairs Section (Omiya)	Submit in advance

Visitor Notification	Manager's Office	Manager's Office	Meet at the first floor hall or Multipurpose room
Notice for Moving Out	Manager's Office	Manager's Office	Submit the form at least 30 days prior to move out
Receipt for Room Key	Manager's Office	Manager's office	Upon move-in

II. Matters to adhere to when using the Global Dormitory (Residents' Rules)

1. Moving In and Moving Out of Dormitory

(1) Students wishing to move into the dormitory must satisfy all of the following conditions.

- a) Students are interested in interacting with students from many different countries and are enthusiastic about dormitory life.
- b) Students are capable of adhering to etiquette and rules associated with dormitory life.

(2) Selection will take place according to guidelines if the number of students wishing to move in exceeds the number of rooms available in the dormitory.

(3) Students who wish to move in should submit the Global Dormitory Application Form and Pledge to SIT, and obtain permission to move in.

(4) After moving in, students must promptly register their residence at Saitama City's Minuma Ward Office (12-36 Horisaki-cho, Minuma-ku, Saitama-shi, Saitama, 337-8586, Tel:048-687-1111 (switchboard)).

(5) When moving out, Notice for Moving Out should be submitted to the Manager's Office 30 days prior to the date on which a student intends to move out. Students may move out at any time during the period up until 30 days after the date of applying to move out by paying 30 days rent from the date on which they apply to move out.

2. Length of Stay

In principle students may live in the dormitory for TWO years.

3. Application Fee and Rent

(1) Application Fee

One month's rent must be paid to SIT as an application fee, regardless of the length of stay at the dormitory. SIT will keep this fee until the resident moves out.

* Application fee, less restoration and repair expenses, will be returned when a resident moves out.

(2) Rent

JPY35,000 per month

If a resident moves in or out mid-way through a month, rent shall be calculated on a per diem basis.

Permission to live in the dormitory shall be revoked if a resident does not pay rent for three months or more.

If 'Notice for moving out' is not submitted by the specified date (30 days before moving out),

the balance of rent will not be refunded based on calculation on a per diem basis.

If the calculated amount has a fraction of Yen, it will be truncated.

(3) Rent Payment Method (deduction from bank account)

Rent shall be automatically deducted from the bank account specified by residents on the 6th day of each month. Residents should register their bank and bank account number using a designated form within one week of moving in. Rent shall start to be deducted from the 6th day of the month (or the following business day if the 6th falls on a weekend or national holiday) two months after registration when residents register their account details by the 25th day of the month. Residents should pay rent by the specific date at convenience store using the form provided until rent starts to be deducted from their account (Residents are responsible for bank charges).

* For international students who can't open bank account in Japan

If international students can't open a bank account because of resident status, etc., they should pay rent and other payments to SIT at convenience store using the form provided every month.

(Residents are responsible for handling charges.) When moving out, the cost for restoration, repair, and unpaid utility bill, etc. will be deducted from the Application fee, and the balance will be refunded to the student in cash.

4. Utility Charges

Each room is equipped with water supply, air conditioner, unit bath, interphone, etc.. Residents are responsible for paying for electricity they use in their room. Meters have been installed in each room and electricity charges will be invoiced together with rent.

Water is charged at a fixed amount of JPY 1,000 per month. (No calculation on a per diem basis will be applied.) Residents are asked to save water (If water use is high, the fee may have to be raised in the future.)

5. Renter's Insurance

SIT suggests residents buy comprehensive insurance plan which is introduced from SI Tech (subsidiary of SIT). The plan covered your belongings, physical structure (especially your room was damaged by fire), and liability issues. Please see the brochure and contact SI Tech for detail.

6. Telephones

Rooms are not equipped with land line phone service. There is a telephone in the Manager's Office but residents may not use this telephone without permission from the manager. The Manager's Office cannot take external calls on behalf of residents; however messages may be accepted in emergencies.

7. Student Rooms

(1) Rooms are assigned to residents when they move in. In principle student rooms cannot be changed after moving in.

(2) Residents shall be given a key when they are assigned their room. This key must not be lent to others

or copied, and must be returned when moving out.

- (3) Non-residents (including family and relatives) are not allowed to enter or stay in student rooms, however this limitation shall not apply when there are exceptional circumstances and permission has been obtained from the manager.
- (4) Student rooms may not be let to others in whole or in part.
- (5) Dangerous items such as explosives may not be taken into student rooms. Use of stoves and fan heaters that work on combustible materials such as kerosene oil is prohibited.
- (6) Residents should pay attention to health and hygiene and prevent fire or other disasters.
- (7) Residents should maintain cleanliness by cleaning their rooms and should ensure they ventilate their rooms. In particular, toilets and baths in the unit bathroom should be cleaned regularly. Converting and rearranging rooms is not permitted. Mold may appear if rooms are not ventilated. Residents may be responsible for restoration cost when moving out if there is too much mold in the room.
- (8) Residents should follow instructions from the manager regarding disposal of day-to-day garbage and should separate garbage as follows and dispose of it in the designated locations.

Burnable garbage	Food scraps, food garbage, styrofoam, leather goods, etc.
Non-burnable garbage	Crockery, saucepans, glass, plastic goods, etc.
Type 1 recyclables	Bottles, cans, PET bottles
Type 2 recyclables	Paper (newspapers, cardboard boxes), fabric (old clothes, towels) etc.)
Hazardous garbage	Fluorescent tubes, batteries, spray cans, etc.

NB: Refer to the Saitama City website and Household Garbage Disposal Manuals located on each floor for details of how to dispose of oversized trash and household appliances when moving out. Residents are responsible for the cost of disposing of fee-based garbage.

- (9) Equipment included in student rooms is on loan and should be used with care. Such items should not be removed from rooms. Residents shall be charged the actual cost of repairing damaged or defaced dormitory equipment and facilities.

NB: Residents are responsible for replacing consumable items such as light bulbs and toilet paper in student rooms at their own cost.

- (10) When moving out, residents should clean their room and tidy-up equipment and have the manager conduct a room inspection.

The average cost involved in moving out is JPY 11,000 (inclusive Tax)

However, if your room is damaged or very dirty, extra cost for cleaning and repair will be charged.

- (11) Apart from individual storage space in the kitchen, there is no special depository in the dormitory and residents should store their belongings in their rooms.
- (12) Residents should not leave valuables including large amounts of cash or credit cards in their rooms. Residents are responsible for storing their valuables and the University shall not be responsible if such items are lost.

- (13) Wearing shoes in student rooms are prohibited.
- (14) Floors from 2nd to 4th are designated for male students and the 5th floor is for female students. Male students are not allowed to enter the 5th floor including its common room.
- (15) Do not place objects outside your room (in common areas such as passages, balconies, etc.). They will obstruct the aisle in emergency and residents may lose their items. Also placing garbage temporarily is not allowed. Please take your garbage to the designated garbage bins.
- (16) Interphone is set at each room, and has an emergency call button. You can contact the manager by interphone such as sickness, intrusion, etc. In emergency, if you buzz the manager, the manager will come to you.

8. Access Management System

The front entrance shall be locked at 9:00 p.m. Residents should use their card key and enter via the night entrance when the front entrance is closed from 9:00 p.m. to 8:00 a.m..

In Global dormitory many security cameras are in operation for residents to live safely.

9. Overnight Absence, Temporary Returning to Home Country/Home Town

Residents should inform the Manager's Office by e-mail, etc. when they are unable to return to the dormitory by 11:00 p.m. An Overnight Absence Notification should be submitted before being away from the dormitory overnight. A Temporary Returning to Home Country Notification should be submitted to the Manager's Office before international students' temporary return to their home country or Japanese students' return to their home town. Students' guarantors, etc. may be contacted in order to confirm the safety of a resident if he/she is absent overnight without permission or doesn't show up by the date he/she specifies in the Temporary Returning to Home Country Notification.

10. Illness, Injury

Residents should inform the Manager's Office or RA (resident advisor) immediately if they suddenly fall ill or injure themselves. Instructions from the manager should be followed in order to prevent infection if the illness is contagiousness (such as influenza). In certain cases residents may be prohibited from leaving their rooms. AED (Automatic External Defibrillator) is located on the 1st floor Hall.

11. Publicity Activities Such as Putting Up Notices

Notices should be posted in designated locations in the dormitory having obtained permission from the Manager's Office. If posted without permission, notices will be removed without consent of the person who posted it.

Distributing fliers, etc. in other residents' mail boxes without permission is also prohibited.

Distributed materials will be disposed and the distributor will be given a strong warning. Unauthorized solicitation activities and publicity activities (such as promoting religions, abuse directed at other countries, sale of goods) in the dormitory are prohibited and residents should be aware that an order to move out of the dormitory may be given if instructions are not followed.

12. Internet

Outlets for a LAN cable have been installed in each student room. Residents should check details on using the internet that are included in materials distributed when moving in.

13. Post

Regular mail is delivered into each resident's mail box. Registered postal cash envelope shall be returned to the post office if the recipient is absent and residents should contact the number on the Non-Delivery Notice and arrange to collect such mail by themselves. For small parcels and courier parcels, come to pick them up at the entrance by themselves.

14. Bedding

There is a bed and mattress in student rooms. Residents should provide their own sheets, bedding, blankets, pillows, and various covers. Sleeping directly on the mattress is not permitted for reason of hygiene. Residents shall be charged the cost of the mattress if the mattress is soiled.

15. Cars and Motorcycles

SIT students are not permitted to commute by cars and motorcycles to attend classes. Residents are not allowed to use dormitory parking stalls for cars and motorcycles.

16. Bicycle Parking Area and Related Matters

Residents may use the bicycle parking area if they adhere to the following:

- (1) Each resident may keep one bicycle at the area.
- (2) To use the bicycle parking area, bicycle should be registered with Student Affairs Section and a Parking sticker should be affixed to it. Please park the bicycle in the designated lot. Bicycles with unknown owners will be removed. A bicycle should not be taken to dormitory room for any reason.
- (3) Bicycle must be locked and residents should be careful to prevent its theft. The University shall not be responsible for theft or damage to bicycles.
- (4) Bicycles should be registered ("Bohan-Toroku: Bicycle Theft Prevention Registration") at the time of purchase at the store where they are purchased.

17. Gatherings & Parties, etc.

When organizing gatherings or parties at the dormitory, a person-in-charge should be appointed and he/she should submit an Event and Facility Usage Request to the Manager's Office by seven days prior to the event and obtain permission to hold the event.

18. Television, Newspapers, etc.

Residents should enter into contracts with and pay providers directly when residents purchase their own television set or subscribe to a newspaper. Residents should ensure that they cancel such contracts and pay outstanding fees when moving out. Indoor TV line is adequate for viewing digital terrestrial

broadcasting, and BS & CS broadcasting. Residents should enter into contract with NHK and any other Pay-Tv channels that they wish to watch.

19. Accident Prevention

- (1) Use of kerosene heaters and kerosene fan heaters in the dormitory is prohibited.
- (2) Smoking in the Dormitory premises (inside of building, balcony and parking lot) is prohibited.
- (3) Residents should habitually be aware of the location of emergency exits, fire alarms, and fire extinguishing equipment and should not use or touch such equipment except in emergencies.
- (4) Elevators stop operating during fires and earthquakes. In emergencies residents should evacuate using emergency stairs.
- (5) Placing objects in passages such as corridors, etc. is prohibited by law. Items should not be placed on balconies, either.
- (6) Emergency drills are held once a year and all residents are required to take part. Under unavoidable circumstances, if a resident is unable to take part he/she should inform the Manager's Office in advance.

20. Access to Student Rooms

Residents should be aware that the manager and/or SIT staff may access student rooms on following occasion even if residents are absent.

- (1) All rooms shall be subject to fire prevention inspections (twice a year).
- (2) Leakage inspections (irregular) as a counter measure against water and electricity leaks. Rooms may be accessed in emergencies if there are water leaks or abnormal odors.
- (3) When necessary to confirm the safety of residents.
- (4) When residents are thought, based on objective evidence, to have violated rules stated in this Guide.

21. Prohibition of Acts that Cause a Nuisance

Residents are prohibited from engaging in the following acts that cause a nuisance to other residents or others in the neighborhood. Residents who repeatedly engage in such acts or are particularly malicious may be asked to move out of the dormitory.

- (1) Manufacturing or storing items (guns, swords, etc.) that violate laws and regulations such as the Firearms and Swords Control Act or laws relating to drugs or dangerous (explosive or flammable) objects.
- (2) Using or storing liquids that are likely to cause erosion or damage to the building, facilities, or equipment (including water pipes) of the dormitory.
- (3) Acts that cause a noise such as watching television or listening to music or playing instruments at a volume that causes a nuisance to others, or using raised voices in the dormitory.
- (4) Leaving or installing objects in shared areas such as on stairs, corridors, balconies, etc. or putting up signs. Putting up posters in places other than permitted places.
- (5) Posting, distributing, or putting up unauthorized fliers, pamphlets, or other printed matter.
- (6) Drinking alcohol other than in student rooms.

- (7) Smoking in the Dormitory premises (inside of building, balcony and parking lot) is prohibited. Smoking in student rooms makes wall paper and air conditioning unit dirty with nicotine. Residents will be required to pay the full cost to change wallpapers or clean air conditioning unit. Smoking around the Dormitory is prohibited as well. Littering cigarettes causes fire and claims from neighbors.
- (8) Engaging in violent acts or gambling.
- (9) Altering the building, equipment, or student rooms.
- (10) Acts the University deems cause a nuisance to other residents or others in the neighborhood.
- (11) Other acts that disturb the safety, order, morals, or comfort of community life in the dormitory.

22. Prohibition against Keeping Pets

Keeping dogs, cats, and other pets is prohibited. Residents should not feed animals that live in the neighborhood such as stray cats.

23. Obligation to Indemnify

A resident must take responsibility for compensating when the resident or his/her visitors have lost or have intentionally or negligently damaged, or defiled facilities, equipment, items, etc. in the dormitory.

24. Expulsion from Dormitory

SIT may order residents to move out of dormitory if residents fall under any of the following categories. Residents must leave promptly if ordered to move out.

- (1) When rent, electricity, or water bills have not been paid for 3 months or more
- (2) When application fees have not been paid 2 months after moving in
- (3) When no longer a student at the University. When given permission to take a long break from studies or to study abroad, and the president deems it necessary that the students must leave the dormitory
- (4) When preservation of dormitory facilities, regulations or the following order maintenance regulations have been violated
 - a) Residents who have lent or transferred their student room in whole or in part or their key to others
 - b) Residents who use their student room for a purpose other than for living there
 - c) Residents who add structures to student rooms or equipment or fittings in rooms without permission
 - d) Residents who cook in their room
 - e) Residents who bring explosive or other dangerous objects into the dormitory
 - f) Residents who violate rules stated in the Student Dormitory Guide and who are judged by the University as lacking hope for improvement in their behavior
- (5) Residents who do not fulfill indemnity obligations
- (6) Residents deemed to have reasons that make it difficult for them to take part in community life due to illness or from a health and hygiene perspective

- (7) Residents who engage in acts that significantly disrupt the order of community life and public morals within the dormitory
- (8) Residents whom the University deems to have significantly interfered with the management and running of the dormitory

25. Evacuation knowledge in Emergencies (especially in Fire)

Handling procedures in emergencies are specified and must be followed as shown below; read the following carefully and be prepared for emergencies.

- (1) Upon discovering a fire, notify neighboring residents by shouting and also inform the manager.
- (2) When fire is discovered early, and the residents think that they can extinguish it themselves, use the fire extinguisher to extinguish the fire. If not sufficient, use the fire hydrant available.
- (3) Evacuate immediately, without trying much to extinguish, when the fire seems too big to extinguish.
- (4) Keep in mind the following at evacuation
 - a) Act quickly and calmly.
 - b) Check to ensure nobody is left inside when leaving from your room.
 - c) Do not rush or push in front of you when passing through hallways or steps. If somebody falls down in front of you, raise your hand and shout 'STOP'. Then people behind should stop and wait.
 - d) If there is a lot of smoke, cover your nose and mouth with a wet handkerchief or towel. Then escape at a low posture.
 - e) If surrounded by flames, cover your head with your jacket or blanket. Then escape through a safer area with less flames.
 - f) Always go to the ground for safety. If not possible, go up to the roof and wait for rescue.
 - g) When the fire proof door is closed, use the smaller door attached to side of shutter.
 - h) In emergencies elevators will be stopped. Use outdoor or indoor steps to escape. Note that there is no emergency equipment on balconies.
 - i) During earthquakes, follow the instructions of the manager since sometimes it is safer not to escape to outside depending on risk of building collapse.
- (5) The electric lock and automatic door will be opened at the time of fire, earthquake (bigger than intensity 4) and power failure. Please check the location beforehand.
- (6) The designated Emergency Meeting Place is the Green Court next to the Dormitory.
- (7) Follow the instruction of the manager at the designated Emergency Meeting Place in an orderly way.
- (8) If you are asked to line up for roll call, line up in order of floor and room number. RA will check individuals and report to the manager the current situation regarding missing or injured.
- (9) Emergency organization and duties within it will be specified separately.

III. Procedures for using Shared Facilities and Equipment

1. Common Rooms

Common rooms are located on each of the 2nd to 5th floors. Tables, chairs, and televisions can be found in the common rooms and residents may freely use them. Common rooms are community areas for all residents and residents should keep the rooms tidy.

When leaving, residents should be sure to close doors/windows and turn off lights during the daytime. In summer and winter, when air conditioning is used, the last resident to use the room should ensure they turn the unit off.

Prior permission must be obtained by submitting an Event and Facility Usage Request when large number of people use the common room for a private party.

(1) Usage Manner

Each resident should keep in mind that Common rooms are always kept clean. Residents should clean and wipe the shared kitchen after using it. Leaving oil stains and garbage in the kitchen will not only bother others but also make the area unsanitary.

(2) Usage Hours, etc.

a) Usage hours: 6:00 to 23:00

* Except the time specified, watching TV and cooking is not permitted.

However, if a resident has eating time restriction because of religious reason, then use of shared kitchen is allowed outside of the above specified time. Please do not disturb other residents.

b) Use of air conditioner

To save the energy, the last person leaving the room should turn off the air conditioner.

i) Set room temperature at 26°C for summer

ii) Set room temperature at 22°C for winter

*Do not use automatic operation setting.

(3) Cleaning

It is the rule that residents should clean common rooms, shared kitchens and laundry rooms. All residents on the same floor should cooperate and clean periodically. Residents should decide on the division of responsibility for the facilities on their floor.

a) Shared kitchens

i) Wash the sink, and throw away garbage into the bin in the kitchen, after draining its water.

ii) Each resident should clean cooking range area using own cleaning cloth. Items such as small sticks should be placed in the bottle provided in the kitchen.

iii) If floors are made dirty, the person who made the mess should clean.

iv) Clean the kitchen using vacuum cleaners and mops more than once a week.

b) Common rooms

Clean the rooms using vacuum cleaners and mops more than once a week.

c) Laundry rooms

- i) Clean the rooms using vacuum cleaners and mops more than once a week.
- ii) When residents make washer, laundry room, etc. dirty, the residents should clean.
- iii) Make a schedule of person responsible for cleaning and clean filter of dryer regularly.

(4) How to Dispose of Garbage

It is the rule that garbage in the shared kitchen is taken to the designated garbage place by residents. All residents should cooperate. Decide on cleaning duty person in the floor meeting.

Refer to the Saitama City “Household Garbage Disposal Manual” regarding how to separate garbage.

- a) Garbage from kitchen on each floor shall be taken by its residents to the designated location on the first floor by 8:00A.M. on the specified day and dispose of it after separating by type of garbage. A trolley is located on each floor for carrying.
- b) Each resident shall separate own room garbage and dispose it in the designated location on first floor.
- c) Residents are responsible for disposing of their oversized trash.
- d) Do not place your garbage in common areas such as hallway, balcony, etc.

(5) Theft

The University shall not be responsible for any lost, damaged or stolen personal belonging at any place such as resident’s room, shared kitchen, common room, laundry room, etc..

2. Laundry Rooms

Laundry rooms are located on each of the 2nd to 5th floors, and are fitted with a coin operated washer and dryer. Residents should abide by rules so that all residents can use the laundry rooms comfortably.

(1) Charges

Washer	JPY100 per wash
Dryer	JPY100 per 30 minutes

- (2) Residents should cooperate with energy conservation by turning off the laundry room lights when not using the room.
- (3) Residents should return to the laundry room when their wash finishes and promptly remove their washing from the machine. (Note that washing may be removed without permission of the owner if left in the machine for more than 30 minutes). Detergent and other personal belongings used when doing laundry should not be left in the laundry rooms.
- (4) Only wash clothing. Hard items such as shoes may damage the machines and should not be washed.
- (5) If items are very dirty, wash them lightly in your bathroom, and then use the machine.

3. Shared Kitchens

(1) Shared kitchens are located on each of the 2nd to 5th floors and residents should use the kitchen on their floor. Kitchens should be kept clean at all times so that they can be used by all residents comfortably. Residents should clean any mess they make such as oil stains and spills, and be mindful of those using the kitchen after them.

(2) Shared cooking appliances and utensils (microwave oven, hot-water pot and vessels)

Microwave oven, hot-water pot and vessels are provided in the kitchen. Residents can use them, but cannot take them to their room.

a) Hot-water pot: fill water after use.

b) Microwave & oven: clean inside after use

(3) Do not leave electrical appliances such as IH heaters, microwave oven, etc. unattended when using them. Always switch off appliances after use.

(4) Electrical outlet in the kitchen

a) Use outlet in the kitchen for kitchen appliance, not for any other purpose such as charging mobile phone.

b) After rice is cooked, remove the rice cooker and free the electrical socket for others to use.

c) Do not use multiple electrical appliances on same outlet. (It can cause power failure.)

(5) About cooking methods

Cooking food such as tempura that can cause fire or cooking that produces a lot of smoke (char-grilling) is prohibited.

Residents should separate garbage resulting from cooking and dispose of it in designated garbage bins.

(6) Consumables

Each resident should bring along items such as detergent, wiping cloth, etc. for their use. SIT shall not be responsible for any items left in the kitchen.

(7) Personal belongings

Store personal belongings such as vessels, rice cooker, etc. in the individually specified storage in the kitchen, and do not leave them outside.

4. Use of Shared Facilities

Residents should take care to ensure they do not cause a nuisance to others when using the shared facilities. Care should be taken when using shared facilities and equipment to ensure they are not damaged or soiled. In principle facilities may be used during the following hours.

To use multipurpose room or meeting rooms, residents need to make a reservation. Reservations can be made 30 days month in advance till one day before the event. Some restrictions apply. Please contact the manager for more information.

Facility	Usage Hours
Shared kitchen	6:00 a.m. - 11:00 p.m.
Common room	6:00 a.m. - 11:00 p.m.
Laundry room	6:00 a.m. - 11:00 p.m.
Multipurpose room, Meeting room	8:00 a.m. - 7:00 p.m.

NB: Do not leave personal belongings in communal areas such as common rooms. Residents should take personal belongings back to their rooms after use.

5. Vending Machines

Soft drink and snack are available to buy at vending machine area on the first floor.

6. Keys

Card key (for main entrance, night entrance and 5th floor entrance) and cylinder-type key (for each room) are used in the dormitory. Note the following. Residents should look after their keys and take responsibility for them until they move out. The Manager's Office should be informed immediately if keys are lost or damaged. Lost Item Report should be submitted to Student Affairs Section if a key is lost and the key should be reissued.

(1) Card key

It is used for the entrance to the dormitory. If the card key is used together with other magnetic cards in a wallet, the card reader may not get activated. Also, if it is exposed to high pressure, it may be broken. Reissuing of the key will cost JPY3,000.

(2) Cylinder-type key

It is used for the entrance to student room. Only one key shall be provided to each resident. Keys issued to residents should not be loaned to anyone under any circumstances and should not be duplicated. Reissuing of the key will cost JPY10,000.