

2017

Dormitory Guide Book

Global Life - Higashi Jujō



Tokyo Life Style

2017/01/15



CONTENTS

1. Guide for checking in:
 - (1) Internet use
 - (2) Room key
 - (3) Registration of your phone number or E-mail address for emergency
 - (4) Rules and manners to use in your room

2. Guide for daily life:
 - (1) Rules of this dormitory
 - (2) Cleaning your room
 - (3) Equipment in the room
 - (4) Long-term absence
 - (5) Guests and visitors to stay
 - (6) How to throw away trash
 - (7) Use of microwave
 - (8) Use of public spaces
 - (9) About the mail box

3. Guide for checking out:
 - (1) Process to check out
 - (2) Submit check out form.
 - (3) Clean up your room
 - (4) Reviewing your room

4. Emergency contact

5. Floor guide

6. Area map

7. Japan rail(JR) map

8. Subway(Tokyo Metro)map

1. Guide for checking in:

(1) Internet use

Free internet service is provided to help communication with your family or overseas friends. Our internet access is limited capacity each month. It is not available to download large data such as movies or games. Over downloading may cause slow speed down, restricted or unable to connect internet. Downloading movies or games are prohibited.

New self internet contraction is recommended when you would like to download more data with faster speed.

According to the Japanese law, uploading is not permitted to exceed 30GB per day on the internet services. Our dormitory also follows this regulation. P2P site is unable to be used. Please follow this rule. If a problem is occurred by accessing P2P site, the free internet service of our dormitory has to be suspended permanently.

(2) About your room key

Do not lose your room key! Penalty of losing key will be charged for remaking or replacement.

- ① The remaking cost; ¥5,000.
- ② Cost of cylinder replacing; approximately ¥15,000.
- ③ Losing a room key twice or more, the cylinder is necessary to be replaced; approximately ¥15,000.

(3) Registration of phone number or E-mail address for emergencies

Inform your mobile phone number and E-mail address to dormitory manager as soon as you receive them. It is important communication tool in a case of emergency.

(4) Rules and manner to use your room

Take your shoes off when you enter rooms. A room floor is easy to be

damaged by wearing shoes. Extra fixing and cleaning fees will be charged when any damages are found on the floor after you have shifted in the room.

No smoking in your room. Smoking is accepted in the designated area only. A penalty fee will be charged if there are any damages caused by smoking, not only damage of burning but changed color of wall paper.

2. Guide for daily life at Global Life:

(1) Rules of this dormitory

Let us try Japanese greeting in this dormitory.

(example) Morning	朝 :	おはようございます
Noon	昼 :	こんにちは
Evening	夜 :	こんばんわ

(2) Clean your room

It is user's responsibility that keeps your room clean all the time. Especially, hair of your bath room needs to be taken out and cleaned once in a week.

Compulsory cleaning with an extra charge in these cases.

- ① Insanitary in your room may cause harmful to other.
- ② When some virus or food poison was found, and any harmful things to others.

(3) Parts of electric in your room

Light bulbs or remote control batteries in student's rooms do not work within 30 days from beginning of room use, these broken parts will be replaced with no charge. After the 31days, room users have to replace broken electrics parts in their responsibility.

(4) Long-term absence

Please notify before long term absence from your room, (e.g.) going back

to your home or going out to a travel. A penalty fee will be charged if due date of monthly payment is passed without absence notice.

(5) Guests, visitors to stay

Guests and visitors are not permitted to stay in this dormitory. However, there are some special conditions applied such as;

- ① Family members (within a week only)
- ② Friends with same sex only (within a week only)

Please notice to the management office and receive permission before any guests or visitors stay in your room.

(6) How to throw trash away:

■ There is a strict rule to throw a trash away in Japan. A regulation violation is punished severely by Tokyo city council.

■ Burnable trashes

可燃ごみ 週2回 毎週 曜日

指定可燃ごみ袋で (赤色)

焼却・溶融、資源化されます

ルール 指定可燃ごみ袋を使用し、入らないものは粗大ごみへ

- 食品くず (水切りする)
- カイロ・乾燥剤
- オムツの汚物は取り除く
- 金属類はなるべく取り除く (金具は資源へ)
- せん定枝 船のように切って結束袋には入れなくてよい 太いものは粗大ごみへ
- 廃棄スチロール
- プランター (プラスチック製に限る)
- ホース・ロープなど長いもの 1m以内の長さ切る

枝太さ 10cm以内
束直径 30cm以内
1m以内

● 破れ、汚れ、臭いのある衣類

● 皮革・ゴム製品

● プラスチック製容器・包装

● プラスチック製品・おもちゃ

Basically, paper, letters, tissue boxes, cookie boxes, pillow, stuffed animals, leftover foods, plastic containers, color plastic bottles are burnable.

■ Unburnable trashes

不燃ごみ 月2回 毎月第○●水曜日 **指定不燃ごみ袋で(透明)**

金属を回収し、残りは埋立て処分されます

ルール①
指定不燃ごみ袋を使用し
入らないものは粗大ごみへ

ルール②
スプレー缶・カセットボンベは空でも爆発の危険があるので危険ごみへ

●厚みのあるプラスチック(小さいものや薄いものは可燃ごみになります)

スプレー缶、カセットボンベは危険ごみです。不燃ごみに混入して、火災事故が発生しています。必ず危険ごみで出してください!!

●白熱電球

刃物や割れた陶器などは紙に包んで出す

●家電製品

●飲食用以外のびん

かさはみ出して良い

口は縛る

Spray cans incl. hair spray, dry batteries, lighters, light balls are unburnable waste. Things that do not exceed the size over 30cm can be classified as unburnable waste such as ceramics, broken glasses, small home electronics, and etc.

More information is provided by the bulky waste admission center.

■ Recyclable trashes

資源ゴミ 半透明の指定ゴミ袋使用

空き缶類
お茶、コーヒー、コーラ
洗淨してから出してください。油缶は除外します。

空きビン類
ビール、ドリンク、ウイスキー、ワイン、お酒
栓を除去し、洗淨してから出してください。(油ビン・薬ビンは燃やさないゴミです。)

ペットボトル類
キャップとラベルを除去し、洗淨してから出してください。油用は除外します。(キャップとラベルは燃やすゴミです。)

白色発泡スチロール製トレイ類
ラップ・シールを除去し、洗淨してから出してください。大きな物は袋を添付して出してください。(カラートレイは燃やすゴミです。)

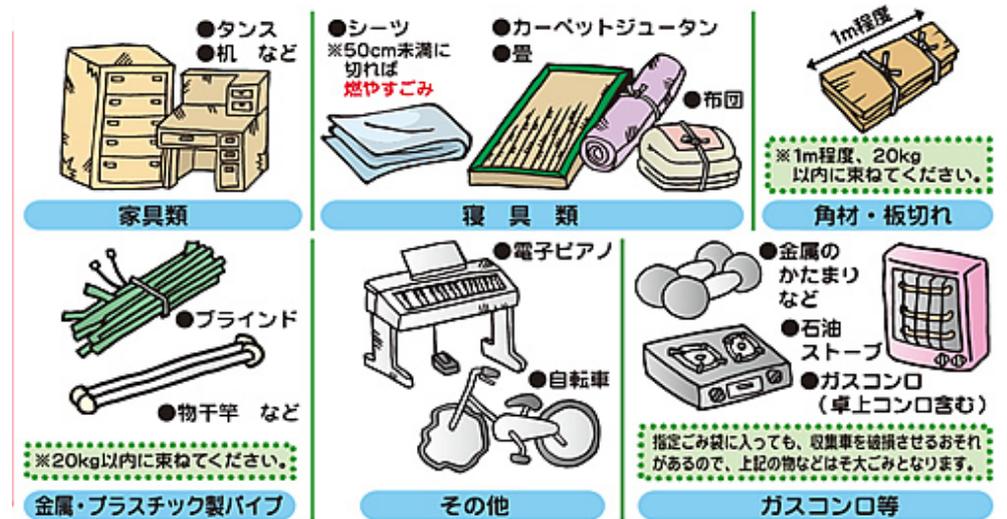
飲用紙パック類
牛乳、ジュース
洗淨後、開いて乾燥させてから出してください。(アルミ蒸着しているものとキャップは燃やすゴミです。)

段ボール・紙箱類
段ボール、紙箱
大きい物は結束して袋を添付して出してください。新聞・雑誌・チラシも結束して出してください。(内張のアルミラップは燃やすゴミです。)

Pet bottles, glass bottles, soda cans, beer cans, carton boxes, newspapers, magazines and books are considered recyclable trash.

Milk containers and white tray made from styrene foams have to be washed well when they will be collected as a recycle purpose. Dirty containers are distributed as inflammable trashes.

■ Bulky waste



Bulky waste are FUTON (sleep comfort), chairs, furniture, travel suit cases, carpets, hanger racks, electro domestic items and so on.

Bulky waste requires to purchase ticket as a waste charge. A waste ticket are available at every convenience store. Appointment calling to the bulky waste admission office is also necessary before collecting bulky waste.

Please call the bulky waste admission center to find more information.

(7) Rules to use microwave ovens

Pay attention during using microwave.

Do not set long heating.

Stay near the microwave while using

(8) The use of common areas

There are common use areas on the 2nd and 3rd floors. These areas are available for every dormitory user with common rules and manners.

1. Do not play or listen to music with large volume.
2. Do not make any large noise.
3. Do not leave any personal items on the desk.
4. Keep clean after use of the desks, chairs and any other stuffs belonging to this dormitory.
5. Require permission to have a party at common use areas on the 3rd floors. It is available by 20:30, and used area has to be cleaned by 21:00.

Leaving personal things at common spaces

Leaving personal things at common spaces is prohibited by a Fire Service Law. Drying your umbrella in front of your door is prohibited, and do not abandon any other items in the hallways or stairways.



(9) About the post box

You will be informed privately of the security dial combination to open your box

To open your post box: (the room #)

Dial for clockwise time(s)

Dial for anticlockwise time(s)

(Address)

3-1-14-room # ,

Higashi-Jujo, Kita-ku,

Tokyo, 114-0001 JAPAN

When all dormitory user moves out, new address has to be informed to post office in order to send your mail to the new address.

Every package has to be received individually. The management office basically does not involve with delivered packages. Come down to the grand floor and open the front door for the delivery person. Your room number has to be informed for the delivery company instead of your telephone numbers.

3. Guide for checking out:

Term	Process	Regulations
2 months before	Notify the day of check out	Need to fill a request form of check out and submit it 2 months before leaving. You are allowed to leave your room 30 days after your notification. There is no refund during the contracted period.
From a week before to the day before leaving	Cleaning own room, Staff inspection.	Keep your room clean as much as possible. Please ask management staff before throwing away bulky wastes such as futon and home electronics. Also make sure any extra fee to repair your room with a management staff.
From two days before to the day of leaving	Final check of the utility rate for the last month.	Reviewing payment record Calculate the utility cost from the last bill to the day of check out Final payment into the bank account before the check out.
The day of check out	Return the room key	Return all room keys including any spare keys at the day of check out.

- ① Instruction for check out
- ② Submit a form for check out
- ③ Clean up your room
- ④ Room inspection for your clean up

4. In case of emergency:

(1) Ask for management staff

Office hours are from 9:00 to 18:00 (Mon ~ Fri). Saturday, Sunday and National holidays are day off.

Please contact to management staff in the office hours except in case of emergency. Please remember that may be hard to respond your request and take immediate actions after the office hours.

(2) In case of emergency

Please dial the number below in the case of emergency when you.

Tokyo Life Style

3-34-1-room # 112, Chuo, Ota-ku, Tokyo, Japan

postal code 143-0024

03-6809-9598

5. Floor guide

➤ ROOF		A PLACE FOR DRYING CLOTHING			
➤ 6F		Global Life DORMITORY	605 MANAGEMENT OFFICE		
➤ 5F					
➤ 4F					
➤ 3F			PARASOL TERRACE		
➤ 2F			STUDY SPACE		
➤ 1F			MAIL BOXES	COIN LAUNDRY	GARBAGE DISPOSAL SITE

6. Area map



- ① Higashi-jujo Station,
(north entrance)
- ② Supermarket
- ③ Shopping street
- ④ Lawson (convenience store)
- ⑤ Global Life Higashi-Jujo
- ⑥ Post office

7. Japan Rail(JR) map

