

Welcome!

Locomotion

Manual



KAGRA Observatory

ICRR, UTokyo

2017 October (ver. 3)

Information

0. About Locomotion

Postal address: 1027-1 Kami-Okubo, Toyama-city, TOYAMA 939-2252



1. How to reserve a room

【Reservation related】 office-icrrgw_at_icrr.u-tokyo.ac.jp※. ※Change “_at_” to @
 【Local support】 KAGRA Kamioka office : 0578-85-2343

Please reserve a room on the web.

KAGRA Wiki → Site information → Reservation page

URL <http://www.supersaas.jp/schedule/kamioka-house/YUKI>



新規予約

開始時刻 2014/10/1 終了時刻 2014/10/2

氏名 *

所属機関 *

YUKIハウス 2F 7畳間

* 必須入力フィールド

予約作成 キャンセル

- ① Click on the date you want to reserve.
“New reservation form” pops up.
 - ② Input check-in and check-out dates, your name and affiliation.
Choose a room (Osawano I bldg.: 205-A, 205-B, 205-C, Osawano I bldg.: 305-A, 305-B, 305-C and Osawano G bldg. 205 (priority for ladies)). Then click “reserve”.
 - ③ Please send e-mail to KAGRA admin office to confirm that you have made a reservation.
(office-icrrgw_at_icrr.u-tokyo.ac.jp※. ※Change “_at_” to @)
 - ④ Your reservation is done!
- ※ For cancellation or change, click your reservation form and then cancel or change. Send e-mail to KAGRA admin office again.
- ※ If you cancelled someone’s reservation by mistake, inform the KAGRA

admin office as soon as possible.

※ Reserve 2 weekdays in advance before use.

※ If this is your first time to reserve a room at YUKI house or Locomotion, please submit the “User application form for ICRR-KAGRA accommodations” to the KAGRA admin office.

<https://gwdoc.icrr.u-tokyo.ac.jp/cgi-bin/private/DocDB/ShowDocument?docid=6460>

2. **How to get a room key** Come to get your room key at KAGRA Kamioka office between 9 am to 5 pm on weekdays.

※ Contact the KAGRA Kamioka office, if you cannot come there between 9 am to 5 pm on weekdays.

※ Contact the KAGRA Kamioka office in advance, at least by 12 noon Friday, when your check-in on weekends and holidays.

Please note that the KAGRA Kamioka office is unable to arrange your room key at short notice if you wish to check-in on weekends and holidays.

3. **Notes for users** All users need to clean up own rooms and shared spaces (kitchen, bathroom etc.). You also need to throw away garbage by yourselves. (Please refer to the next page about how to do it.)

During your stay (Notes for your stay)

Please read thoroughly before use.

Cleaning Keep clean. After using the equipment, put them back where they were. Leave everything the same as before.

Please clean the bathroom, lavatory, kitchen and other shared spaces more than once a week in cooperation with other users.

Clean your room with the vacuum cleaner when you check out.

Garbage Please take your garbage to the “garbage collection point” by yourself. Also dispose common garbage in cooperation with other users. Make sure not to leave any garbage when you check out. You can dispose anytime.

You need to put your garbage in the plastic bag.

Specified place for the garbage is as follows.

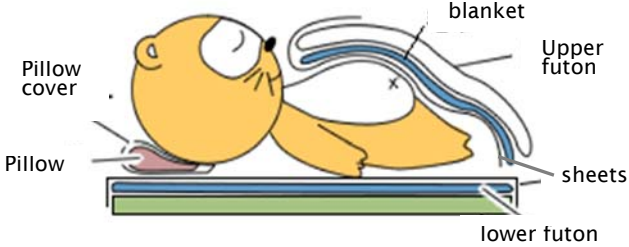
Burnable	paper, food waste, plastics, PET-bottle, clothes, wooden products
Non-burnable	can / bin (need to be emptied), metals, glasses, ceramics

Please refer to the map of “0. About Locomotion” where the garbage collection point is.

Red door → burnable waste

Yellow door → non-burnable waste

Equipment Please carefully use the equipment of Locomotion. Let the Kamioka office know as soon as possible if consumable equipment is running out or something should be provided as a shared equipment.
Do NOT buy yourself since you may not get the reimbursement.

○shared equipment	washing machine, refrigerator, vacuum cleaner, rice cooker, dining table, cooking equipment, dishes, cutlery, microwave, hair dryer
○each room	Table, curtain, futon set, hanger, electric blanket, (air conditioner)
	※KAGRA Kamioka office provides toilet papers, dish washing detergent, and laundry detergent. Please let us know before running out.
	※Bring your own cooking spices or personal belongings like towels, toothbrush, toothpaste, shampoo and body soap etc.).
1. washer-dryer	Do not leave your laundry in the washer-dryer.
2. refrigerator	Write your name on your stuff. Please take away all of your stuff when your check-out. Any foods with no name or expired will be thrown away in case we found.
3. vacuum cleaner	Please change the paper bag to a new one when it gets full of dust. Let the Kamioka office know when the paper bag is running out.
4. futon sheets	Futon sheets are prepared in the shelf at the entrance with instruction paper. Take a set of sheets and a pillow cover for use.
	
	When you check out, please bring your used sheets to the Locomotion Admin Office for cleaning. Please read and refer to the “about sheets cleaning” which is on the shelf at the entrance.
	When you stay for a long time, wash them by yourself with the washing machine.
5. kitchen	Keep the kitchen clean. After using cooking equipment or dishes, make sure to wash and put them back where they were. Be careful with fire when you use the gas stove and make sure to close the main gas tap after use. (no main gas tap in G bldg. room 205)
6. parking	Our parking space is No.11, which is for one car. Do not park any other spaces. Let the Kamioka office know in advance if you want to park a car. We need to arrange the parking space during day time on weekdays, if more than 2 cars need to park there.
7. Gas safety device	Gas supply will be stopped by the gas safety device when you use it continuously for about an hour at the kitchen or 40 min. at the bathroom. In order to reset, you need to get out of your room and then open your room’s gas meter box which is on the corridor of each floor. Press the black & round reset button. If you have any problems, call the gas company or KAGRA Kamioka office. c.f. Emergency call

8. others	<p>The Locomotion Admin staff or a Kamioka officer will come into your room to check the room equipment. Please tidy up the room on a daily basis.</p> <p>You need to replace or pay to fix when you lost the room key, or broke any equipment. Please use them with care.</p> <p>Be responsible for your valuables. There is no lock on the door of each room in I bldg.</p> <p>Please be considerate of neighbors.</p> <p>Utilities cost and rent are paid by taxpayer money. Do not waste!</p>	
Emergency call	The University of Tokyo, KAGRA Kamioka office	0578-85-2343
	Mr. Takayama's mobile (the chief of the secretariat)	080-5432-2331
	[electricity] Hokuriku Electric Power Company Customer service	0120-776-453
	[Gas] Toyama·Hashimoto Energy Co., Ltd. (I bldg.)	076-432-7691
	Toll-free number	0120-32-7541
	Sakai Industry (G bldg.)	076-432-9101
	Locomotion Administration Office	076-467-2305