

Welcome !

YUKI house

Manual

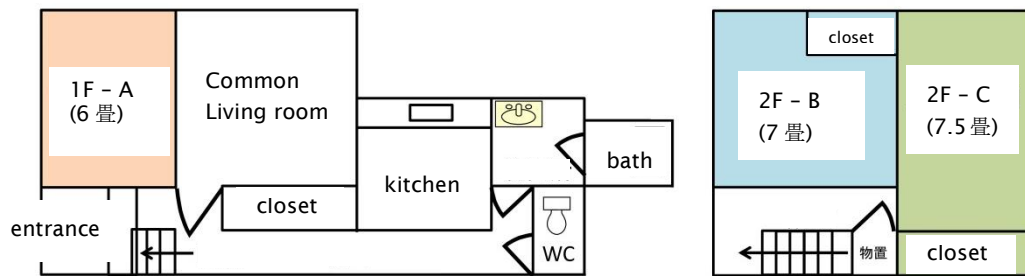


ICRR, UTokyo

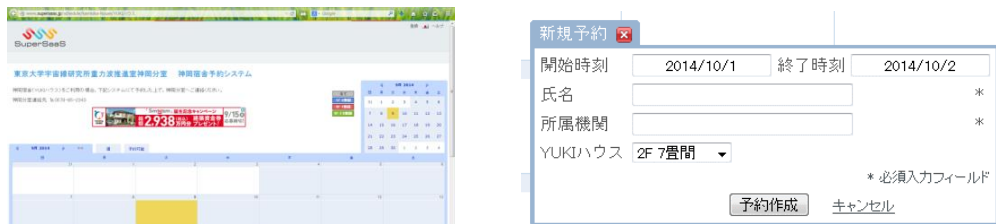
2015 January (ver. 2)

YUKI house information

0. YUKI house Address : 648-37 Aza-Hirobora, Higashi-machi, Kamioka, Hida, Gifu 506-1111



1. Please reserve a room on the web.
How to reserve a room URL <http://www.supersaas.jp/schedule/kamioka-house/YUKI>



- ① Click on the date you want to reserve.
“New reservation form” pops up.
 - ② Input check-in and check-out date, name and affiliation.
Choose a room (Kamioka 1F -A, Kamioka 2F -B, Kamioka 2F -C)
Then click “reserve”.
 - ③ Please send e-mail to GWPO Kamioka office (ktakayam_at_icrr.u-tokyo.ac.jp※. ※Change “_at_” to @) to confirm that you have made a reservation.
If this is your first time to reserve a room at YUKI house or Locomotion, please send “User registraion for GWPO lodgings”, too.
 - ④ Your reservation is done!
- ※ For cancellation or change, choose your reservation form and change/cancel. Then send e-mail to GWPO Kamioka office again.
If you cancel someone’s reservation by mistake, inform GWPO Kamioka office as soon as possible.
- ※ Reserve 2 weekdays in advance before use.

2. How to get a key Get the key and sheets for Futon at GWPO Kamioka office between 9 a.m. to 5 p.m. on weekdays.

※If you cannot come on weekdays, please contact GWPO Kamioka office.

3. Notes for users All users need to clean up own rooms, shared space (kitchen, bathroom etc.) and throw garbage away by yourselves. (Please refer to the manual on the next page.)

If you have any questions, feel free to ask GWPO Kamioka office.

Phone: 0578-85-2343 e-mail: secretary-gwpo@gw.icrr.u-tokyo.ac.jp

How to use (notes for your stay)

Please read thoroughly before use.

Cleaning	Keep YUKI house clean. When you use equipments, 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. When you check out, clean your room with the vacuum cleaner.
Garbage	Put your garbages in the hida-city plastic bag and throw it away to the specified place on the fixed day. Do not use any other bags. Please refer to the garbage calender of Hida city put on the wall in the kitchen. YUKI house belongs to “Hakusan” area. Burnable waste : Tuesdays and Fridays (twice a week) Plastics waste : Wednesdays of first and third week (twice a month) Put the garbage by 8 a.m. on the day. Do not put the day before or at night. specified place for the garbages is as follows.

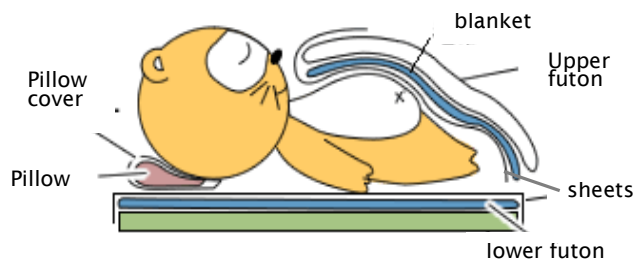


※If you cannot throw away during your stay, bring all the the garbages to GWPO Kamioka office when you check out. Do not leave any garbages.

Equipments	Please use common equipments of YUKI house with care.
○shared equipments	washer-dryer, refridgerator, vacuum cleaner, rice cooker, dining table, cooking equipments, dishes, cutlery, microwave, ceramic fan heater, hair dryer
○each room	Table, curtain, futon set, hanger, electric blanket, electric heater
	※GWPO Kamioka office provides toilet papers, dish washing detergent, and laundry detergent. Please let us know when they are running out. ※Bring your own cooking spices or personal belongings like toothbrush, toothpaste, shampoo and body soap etc.).

1. washer-dryer	Do not leave your laundry in.
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- 2. refridgerator** Write your name on your stuff. Take your stuff with you when you leave. Foods with no name or after the expiration date will be thrown away.
- 3. vacuum cleaner** Please exchange the paper bag for a new one when it gets full of dust. Let the office know when the paper bag is running out.
- 4. futon sheets** Receive a pair of sheets and a pillow cover at the GWPO Kamioka office as well as the key.



→Please sleep in between the sheets.
See the drawing.

Return the used sheets to GWPO Kamioka office with the key when you check out. You don't need to wash them.

When you stay for a long time, wash them by yourself with the washer-dryer in YUKI house.

- 5. kitchen** Keep the kitchen clean. After using cooking equipments 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 you close the main gas tap after use.

- 6. parking** There is no parking lot beside YUKI house. Do not park around the house and use the public parking area where is about 5 min. walking distance. Please ask the office about the direction to the parking area in advance.

- 7. the others** You need to replace or pay your own expense to fix when you lose the key or break any equipment. Please use them with care.

Be responsible for your valuables. There is no lock on the door of each room.

Please be considerate of neighbors. YUKI house is in the residential area.

Utilities cost and rent are paid by taxpayer money. Do not waste!

Emergency call	The University of Toky, GWPO Kamioka office	0578-85-2343
	Mr. Takayama's mobile (the cheaf of the secretariat)	080-5432-2331
	[electricity] Hokuriku Electric Power Company	0120-776453
	Customer service	
	Kamioka branch	0578-82-1116
	[Gas] Yamazaki Gas company	0578-82-0080
	[Water] Hida city -Kamioka promotion office	0578-82-2254
	Infrastructure for water supply department	

Enjoy your stay !