

International House User Guide

April, 2024
International Student Office (ISO)
&
International Education Center (IEC),
The University of Electro-Communications (UEC)

I. International house Overview

1. Administration and management

International house is administered and managed according to the University of Electro-Communications' International house management rules.

- * Supervisor responsible for administration and management: Director of Center for International Programs and Exchange
- * Section responsible for administrative affairs: International Student Office (International Student Section of Student Service Office)
- * Resident advisors/tutors: names noted on mailboxes

2. Address

International House

The University of Electro-Communications

1-5-1 Chofugaoka, Chofu City, Tokyo 182-0021

Phone: 042-443-5814 (direct line to administration office)

3. Facilities and equipment overview

International house has the following kinds of facilities and equipment:

Room Name	Number of Rooms	Floor	Facilities
Dorm rooms (Single A)	48	The 1st, 2nd and 3rd floors for male students and the 4th and 5th floors for female students in Single's Dorm Building	bed, mattress, desk, chair, bookshelf, Costume store box, small kitchen(IH), Refrigerator, the shower, toilet, the sink, washing basket, Air conditioner, Internet connection (connection fee included in management fee), interphone with camera
Dorm rooms (Single B) For single researchers	2	The 2nd and 3rd floors in Single's Dorm Building	bed, mattress, desk, chair, bookshelf, Costume store box, small kitchen(IH), Refrigerator, the shower, toilet, the sink, basket, Air conditioner, shoe cupboard, Internet connection (connection fee included in management fee), interphone with camera
Dorm rooms (Married couple C) For student	6	All floors in Couple and Family's Dorm Building	Bed 2, mattress 2, Living room furniture set, dining table and chair, chest 2, desk, chair, bookshelf, costume store box, kitchen(gas), cupboard, Refrigerator, the shower, toilet, the sink, washing basket, air conditioner, Internet connection (connection fee included in management fee), interphone with camera, washing machine
Dorm rooms (Family D)	3	All floors in Couple and Family's Dorm Building	
Common rooms	1	The 2nd floor in Single's Dorm Building	Tables and chairs

Laundry rooms	5	All floors in Single's Dorm Building	Two washing machines and two dryers in each room. Coin Laundry; ¥100/load at the washing machine, ¥100/30mins at the dryer.
Director room	1	The 2nd floor in Single's Dorm Building	Refrigerator, small kitchen, etc.
Trunk room	1	The 1st floor in Single's Dorm Building	
Entrance hall	1	The 1st floor, in Single's Dorm Building	Living room furniture set, microwave, toilet, Contact board, mailboxes, interphone, etc.
Administration office	1	The 1st floor in Single's Dorm Building	

Remarks

1. The dorm consists of a building for singles (a five-story, reinforced concrete structure), and a building for married couples and families (a three-story, reinforced concrete structure).
2. The married couples and families building is both for international student and researchers.
3. More details are shown in the attached maps.

II. Information about Everyday Dorm Management (matters pertaining to common use areas)

1. Common use areas

A “common use area” refers to facilities and sections used jointly by dorm residents, including the common room, entrance, entrance hall, stairways, toilets, washing and laundry rooms. (As a rule, nonresidents are not permitted to use them.).

2. Information about facilities

Common use areas should be kept neat and used quietly to avoid disturbing other dorm residents. Additionally, please use the furnishings, facilities and equipment in common use areas according to their respective purposes, with the same level of care a prudent manager would take.

1) Administration office

Please contact the administration office if you have questions or problems related to the dorm.

Location	Hours	Phone, Email	Fax
First floor in the single's dorm building	* From 9:00 to 17:00 (closed between 10:30 and 12:00 noon). * Closed on weekends, national and/or university holidays, and other closing days during summer vacation and year-end/New Year holidays will be announced on the bulletin board.	042-443-5814 Ueckokusai3@gmail.com	Same as phone

2) Resident advisors/tutors

Resident advisors/tutors live in the dorm and provide dorm residents (international students) with advice about everyday life. They also help out the administration office.

3) Mailboxes

Mailboxes for ordinary postal items and newspapers are available inside the entrance to the first floor of Single's Dorm Building.

Note regarding use:

Packages delivered to dorm residents are temporarily kept at the administration office. The office will insert a note about any delivery made in the resident's mailbox. Please bring the delivery note to the administration office to pick up your item(s).

4) Entrance hall

As a rule, nonresidents are not permitted to use the entrance hall.

Notes regarding use

- a. Common rooms are available from 8:00 to 23:00.
- b. Smoking, eating and drinking in the common rooms is prohibited
- c. Share the space with many residents and it is prohibited that one certain group is occupying the hall for long hours .

5) Laundry rooms

Only the single residents are permitted to use, and they are located on each floor in Single's Dorm Building.

Notes regarding use

- a. From the standpoints of theft, damage and hygiene, leaving personal belongings lying around and long-term storage of appliances and equipment are prohibited
- b. They are coin-operated laundries; ¥100/one load for the washing machine and ¥100/30mins for the dryer.
- c. Smoking, eating and drinking are prohibited
- d. Refer to the separate guide on how to use the washing and laundry rooms
- e. Do not use two dryers at the same time. because the electric capacity exceeds, the electric breaker will shorts

6) Carrying goods in or out

- a. Please instruct delivery or transport personnel to comply with the items in this guide and ask them to take any packing materials used back with them.
- b. Please be aware that the resident and delivery and transport personnel may be asked to provide compensation for any damage (including fires) that delivery and transport personnel cause residents, the building owner and third parties, depending on the cause of the damage.

7) Smoking

Smoking is not permitted anywhere in International house, including outside the

building.

3. Key management

A key for the entrance door of the resident's exclusive use area/dorm room (hereafter "room key") is handed out when the resident takes up occupancy, and told mailbox key number.

Notes regarding use

- * The resident is responsible for caring for the room key and mail box key number.
- * If you happen to lose your room key, please report it promptly to the administration office. Note that you will pay the replacement costs in such instances.
- * Please do not make a duplicate of your room key for any reason
- * You must turn your room key in when vacating the room

4. Cleaning and room ventilation

Cleaning and keeping the room ventilated are the resident's responsibility. The resident will pay the cleaning costs if the room is dirty due to a failure to clean and air it out. Furthermore, if mildew appears due to a lack of ventilation, it may not be possible to remove it from the ceiling and other areas. The resident must pay compensation in such cases.

The administration office cleans and maintains the common use areas. When the office finds personal belongings and trash left lying around or about actions that result in messes, it will issue a warning. If improvements have not been made within a week of the warning, management fees will be increased because situation cannot be handled with the existing level of management fees. Failure to pay the charge may result in eviction.

5. Prohibitions pertaining to common use areas

The followings are strictly prohibited to prevent fire, preserve a pleasant environment for residents, ensure safety, and maintain the dorm in good condition:

- 1) Bringing ignitable or flammable substances (including portable gas burners or gas canisters) or explosives, regardless of the amount, into the dorm or its surroundings
- 2) Placing items (garbage, flowerpots, planters, tables, chairs, storage sheds, umbrellas and so on) in hallways, balconies or other common use areas
- 3) Leaving personal belongings, including valuables, in common use areas
Please be aware that the university and administration office cannot be held in any way responsible with regard to thefts.
- 4) Conduct that disturbs those around you, including unsanitary usage, vibrations, noise (including music performances and stereo equipment), emitting foul odors and graffiti
- 5) Affixing stickers to the door or window glass of exclusive use areas, unapproved assemblies, merchandise sales, handbill or leaflet distribution, and raising banners or flags
- 6) Merchandise sales and engaging in gambling
- 7) Installing or affixing displays—including signs, advertisements or notices—on the roof, exterior walls, or windows or in common use areas
- 8) Going onto the roof or entering dangerous areas

- 9) Bringing animals into the dormitory or keeping them as pets
- 10) Going naked while in the public view is forbidden
- 11) Exclusive use of common use areas
- 12) Failure to flush after using the toilet
- 13) Relieving yourself anywhere other than a toilet
- 14) Inviting non-residents in Single's Dorm Building without UEC's permission
- 15) Inviting any resident of the opposite sex on the prohibited floor of Single's Dorm Building. Note that the 1st, 2nd and 3rd floors are for male singles while the 4th and 5th floors for female singles. (Depending on circumstances, either of the 3rd or 4th floor could be a mixed residence floor.)
- 16) Smoking.
- 17) Other conduct that is injurious from the standpoint of administration

The administration office will remove personal belongings left lying about in common use areas after issuing a warning. After storing them for two weeks, the office will dispose of them if nobody comes to collect them.

III. Information about Dorm Room Use (matters pertaining to exclusive use areas)

1. Exclusive use area

"Exclusive use area" refers to the interior of the dorm room the university has granted the use of in the residence permit.

1) Regarding use of facilities in the exclusive use areas in the single's room

- * Don't drink hot water from Faucet
- * Hot water from Faucet is made at mid night and pooled in electric boiled water tank.
- * If electric boiled water tank be empty, hot water will not made until next mid night.
- * Stove of small kitchen move induction heating (IH).
- * Sometime do defrost of refrigerator.
- * Please clean the air conditioner's filter periodically. Furthermore, for units that have an automatic filter cleaning function, please remove the dirt that has built up during the air conditioner's automatic cleaning.
- * Don't be clogged small kitchen, the shower, toilet, the sink.
- * The internet terminal is installed (Insert LAN cable to terminal and set PC to DHCP).

2) Regarding use of facilities in the exclusive use areas in the couple's or family's room

- * Don't drink hot water from Faucet
- * Hot water from Faucet is made at mid night and pooled in electric boiled water tank.
- * If electric boiled water tank be empty, hot water will not made until next mid night.
- * Sometime do defrost of refrigerator
- * Please clean the air conditioner's filter periodically. Furthermore, for units that have an automatic filter cleaning function, please remove the dirt that has built up during the air conditioner's automatic cleaning.
- * Don't be clogged small kitchen, the shower, toilet, the sink
- * The internet terminal is installed (Insert LAN cable to terminal and set PC to

DHCP).

2. Procedures for taking up residence and vacating the dorm room

1) Procedures when taking up residence

Please use the following procedures for checking the exclusive use area's condition when taking up residence:

- a. Fill in the contact form for new residents and submit it
 - i) Please check whether the dorm room has all its equipment in place and whether there is conspicuous damage, scratches or stains anywhere inside the room.
 - ii) Please provide details about any defects, conspicuous damage, scratches or stains on the contact form for new residents (writing "none in particular" if there are none to report).
 - iii) Please submit the contact form for new residents to the administration office within a week of moving in.

b. Repairing damage

Please help out by adjusting your schedule when the maintenance company contacts you about the date for repairs based on the descriptions in the new residents contact form you submitted. The maintenance company may enter the exclusive use area while you are away if you are unable to adjust your schedule. You are requested to cooperate to the extent possible.

2) Procedures for vacating your dorm room

Please use the following procedures when vacating your room:

- a. Procedures up to the date you vacate the room
 - i) Please submit notice that you will be vacating at least one month prior to the date you will be moving out.
 - ii) If there are damaged places, you will be provided an estimate for restoring the room to its original state on the date of the inspection prior to vacating the room.
 - iii) Please clean out your room to the extent possible on the date of the inspection prior to vacating the room, and undergo an inspection of the exclusive use area (by the maintenance company).
 - iv) Change your residence record ("juminhyo" 住民票), cancel any newspaper delivery, and submit a change of address form at the post office (it takes around two weeks until the post office's mail-forwarding service begins).
 - v) If there are damaged locations, you will receive an invoice for restoring the room to its original state, go to a financial institution and make a transfer to the designated bank account.
 - vi) An invoice for the last month's dorm fee will be delivered, and go to a financial institution and make a transfer to the designated bank account.
 - vii) Additionally, please take care of the following up to the date you vacate the room:
 - * Organize your luggage and please try not to forget anything.
 - * Restore the exclusive use area's equipment to the original state it was in when you moved in. (You will incur an obligation to restore the room to its original state if equipment is found missing during the inspection on the date you are vacating the room.)
- b. Procedures from the date you vacate the room

The maintenance company will inspect the room on the date you vacate and check how its condition compares to how it appeared on the date of the inspection.

Notes:

- * You will incur additional charges—to be paid in cash—if your room is in worse condition.
- * The room key is to be returned on the date the room is inspected when you vacate it.
- * Please vacate your room during administration office business hours.

c. Considerations when restoring a room to its original state

The main things that result in fees for restoring a room to its original state are listed below. Please take care regarding the way you use the room.

- * Stains, burns and mildew on interior surfaces, facilities and equipment
- * Damaged, curled or deformed interior surfaces, facilities and equipment
- * Yellowing or odors from cigarettes, incense, etc. on interior surfaces, facilities and equipment
- * Interior damage such as deformations due to water leaking from the air conditioner or leaks that were not reported to administrators
- * Damage to interior surfaces, facilities and equipment from rain or snow blowing in
- * Holes or rips in screens
- * Window glass that has cracks or other defects
- * Other interior damage arising from the resident's lack of care, poor usage or bad maintenance

d. Cleaning fee

The cleaning fee is charged, as follows at least, when vacating the dorm room.

- * ¥13,200 for a single's room,
- * ¥30,800 for a couple's room,
- * ¥38,500 for a family's room.

The extra fee will be charged additionally when restoring a room to its original state.

3. Construction work during residence

1) Construction work done by residents

Please bear the following items in mind with regard to fire prevention, a pleasant environment for residents, ensuring safety, and building maintenance:

a. Installing new facilities or fixtures

- i) In principle, it is prohibited to add to, remove or alter the exclusive use area's facilities; perform other reconstruction or remodeling of the exclusive use area; or add new fixtures. However, please consult the administration office in advance if there is a particular need for this type of construction work.
- ii) The preceding types of construction work are in principle to be performed by contractors the university designates.
- iii) Residents are responsible for maintaining any fixtures or articles they install.
- iv) Construction work related to restoring a room to its original state upon conclusion of the resident's lease is to be performed entirely by contractors

the university designates.

b. Replacing items that wear out

- i) Residents must pay to replace the light bulbs in the exclusive use area's light fixtures, waterworks packing, toilet paper, detergent, garbage bag/
- ii) Waterworks packing
- iii)

2) Request for cooperation during repair work

The need to enter an exclusive use area may arise depending upon its condition. We request your understanding and cooperation. You will be notified in advance if there is a need to enter an exclusive use area for construction work.

4. Request for compliance related to building management

We request residents' compliance in connection with the following matters:

- 1) Please confirm that your room is secure by extinguishing fire sources, locking the door, and also shutting off the gas and electrical equipment when you go out. Additionally, please turn off your alarm clock's alarm timer.
- 2) Please notify the administration office by email if you will be traveling or returning home for two weeks or longer.
- 3) Please do not block the exclusive use area's vents by placing things in front of them.
- 4) We request your cooperation during the temporary suspension of access to the common use areas' electrical equipment during inspection and maintenance.
- 5) Please pay attention to administration office notices posted on the bulletin boards.
- 6) Please provide email notice of any changes in the information you have supplied, such as your own contact information or that of your guardians.
- 7) The common use areas should always be kept clean, and users should clean these areas after using them.
- 8) Please show mutual respect for the customs of residents from other countries.
- 9) Irrespective of the preceding item, please be aware that this building is a Japanese facility and use it in accordance with Japanese customs.
- 10) We request your cooperation when the administrator and workers enter your room for facilities inspections and operational maintenance.

5. Prohibitions pertaining to exclusive use areas

The following matters are strictly prohibited because they would disturb other residents, as well as hinder facility management:

- 1) Use of the exclusive use areas for any purpose other than housing
- 2) Lodging for anyone other than the resident
- 3) Letting any of the opposite sex enter to exclusive use areas without permission
- 4) Forcing other residents to drink alcohol
- 5) Merchandise sales and engaging in gambling
- 6) Smoking
- 7) Using outdoor footwear inside the exclusive use areas
- 8) Bringing ignitable or flammable substances (including portable gas burners or gas canisters) or explosives, regardless of the amount, into the dorm or its surroundings
- 9) Conduct that disturbs those around you, including unsanitary usage, vibrations, noise (including music performances and stereo equipment), emitting foul odors and graffiti

- 10) Keeping animals as pets
- 11) Other conduct that is injurious from the standpoint of administration

6. Eviction measures

Residents may be evicted in cases when any of the following items apply:

- 1) Conduct subject to suspension from the university
- 2) Loss of student or researcher status at the university
- 3) Term of residence has expired
- 4) Rent is in arrears for three or more months
- 5) A duplicate key has been made
- 6) Acts of theft involving other people's or common property
- 7) Acts that inflict conspicuous pain on other residents
- 8) Conduct that disrupts order and discipline, e.g. inviting non-resident or the prohibited person on the floors in Single's Dorm Building
- 9) If it is known that residence was based on a misrepresentation of the facts
- 10) A determination that the resident is unsuited to dorm life for reasons of security, disease or other public health considerations
- 11) A determination that the resident is unsuited to dorm life after repeated violations of prohibitions and despite warnings
- 12) Loss of eligibility for fire or liability insurance

IV. Facility Maintenance Information

1. Building and associated facilities management

- 1) To ensure a pleasant environment for residents and visitors, as well as to maintain safety and the building itself, please contact the administration office or main security office at the main gate (if outside administration office business hours) if you come across damage or obstructions.
- 2) Please be aware that residents may be asked to pay for the damages if residents and/or their friends and acquaintances intentionally or negligently damage or demolish the building or its associated facilities.

2. Entering exclusive use areas during times of emergency

Administration office administrators or representatives will enter the exclusive use areas when emergency situations such as a fire, water leak or equipment abnormality occurs and contacting the relevant residents in advance is not possible. Please be aware that residents' consent may be ex post facto in such cases.

V. Fire Prevention and Disaster Preparedness Information

1. Fire prevention structures

Your cooperation is requested with regard to the following joint fire prevention administration system designed to guard against fires in the building, based on Fire Service Act, etc. Please consult the administration office if you have any questions.

Joint fire prevention administration system

Your cooperation is requested with regard to the joint fire prevention administration system, which according to relevant laws and regulations all residents have a legal obligation to follow.

a. Joint fire prevention administration

Joint fire prevention administration is designed to prevent fire and

restrict damage to a minimum if fire breaks out. The supervisory authority (the university), residents and the maintenance company will handle its execution.

b. Disaster preparedness drills

Dorm residents are also asked to participate in fire prevention drills based on hypothetical fire scenarios and disaster preparedness drills based on a hypothetical earthquake scenario, which are conducted once a year in accordance with the law and regulations.

c. Autonomous firefighting

Dorm residents are asked to be sure to participate in disaster preparedness drills so that they can form their own firefighting teams and smoothly carry out initial firefighting and evacuation efforts at the time of earthquake or fire.

d. Firefighting drills

Dorm residents are asked to cooperate by participating in firefighting drills based on hypothetical fire and earthquake scenarios. These drills are each conducted once a year in accordance with the law and regulations.

e. Statutory inspections of firefighting equipment

Statutory inspections of firefighting equipment are performed twice annually in accordance with the law and regulations.

i) The university carries out inspections of firefighting equipment it has installed according to standard specifications.

ii) An inspection company hired by the dorm conducts inspections—at residents' expense—of fire prevention fixtures or equipment that residents have newly installed, added or changed. Please consult the administration office.

2. Disaster preparedness facilities and equipment

The dorm has the following facilities and equipment installed to guard residents against harm from disasters. Please make an effort to become familiar with their locations and how to use them.

TABLE: Disaster preparedness facilities and equipment







Facility and Equipment Names	Location	Functions
Security Office at the main gate	University Main Gate	Monitors disaster preparedness equipment and carries out centralized management; base for firefighting efforts during times of emergency. Phone: 042-443-5065 (only in Japanese)
Emergency lights	All floors	Automatically light up if the power goes out
Emergency exit lights	All floors	Light up if the power goes out and indicate where escape routes and exits are during times of emergency
Automatic fire alarms	All rooms	An alarm sounds in the administration office while alarm bells ring on all floors when heat or smoke is detected. Please take care because cosmetic sprays, spray paint, large amounts of dust, and penetration by insects can set off the alarm.

Fire doors	All floors in Single's Dorm Building	Fire doors are linked to automatic fire alarms and automatically close or come down when fire breaks out, creating fire and smoke prevention sectors to prevent fires from spreading. Placing furniture, equipment, cardboard boxes or other articles in the vicinity of this equipment is prohibited to ensure that they function properly.
Fire extinguishers	All floors	Please carry out initial firefighting efforts if fire breaks out, at the same time calling 119 (the fire department) to report it and contacting the Security Office at the main gate.

3. Prohibitions related to preventing fires

The following items are prohibited in connection with preventing fires:

- 1) Bringing ignitable or flammable substances (including portable gas burners or gas canisters) or explosives, regardless of the amount, into the dorm or its surroundings.
- 2) Using electric, kerosene or other types of heaters, as well as open flames.
- 3) Placing furniture, equipment or other articles in evacuation routes or near disaster preparedness equipment, hindering its function.
- 4) Changing fire extinguishers' installation locations or taking them into exclusive use areas.
- 5) Placing flammable items near kitchen ranges.
- 6) Using electrical outlets in excess of safe load currents and piggybacking extension cords.

example 1		example 2		example 3	
					

4. Disaster preparedness precautions

- 1) Store and maintain cooking oil in a safe place.
- 2) Dispose of leftover oil used for deep frying because of the danger of spontaneous combustion; soak it up with old newspaper or rags, which should be placed in a plastic bag and then an official municipal trash bag for disposal.
- 3) Immediately contact the administration office or call center (if outside administration office business hours) if you discover electrical, gas, water or hot water supply, drainage or other electrical facility abnormalities, because these are very dangerous.
- 4) Position furniture and equipment so that it does not fall over during earthquakes, or anchor such items as needed.
- 5) Have first aid and emergency use items on hand.

VI. Information on Steps to Take During Emergencies

1. Where to call if something is wrong

- 1) If you see a fire, please call 119 (the fire department) to report it and notify the security office at the main gate or the administration office
- 2) Please notify the security office at the main gate or the administration office if anyone is ill or injured or if an accident has occurred. Note that even if you have directly called in a report to 119 (the fire department) or 110 (the police department), you should please also notify the security office at the main gate or the administration office so that emergency personnel or the police can obtain prompt guidance and information.
- 3) As a crime prevention measure, please notify the administration office or call center if you come across any of the following unusual situations:
 - a. If you discover or hear about safety-related problems, such as breakdowns in the building's equipment or functions
 - b. If you discover abnormalities related to security, such as suspicious items or entry by suspicious people
- 4) Please notify the administration office or the security office at the main gate (if outside administration office business hours) after reporting a theft or monetary loss to 110 (the police department) to take care of the necessary procedures. Note that the university and maintenance company bear no responsibility whatsoever with regard to thefts or monetary losses.
- 5) Please bring any lost items that you come across to Student Section of Student Services Office or to the security office at the main gate.

2. Emergency contact information

When an emergency situation occurs, the university and the administration office may need to contact residents urgently using emergency contact information residents provided on the occupancy notice and written pledge.

Please note that you should submit the same forms to the administration office each time your contact details change.

3. Emergency evacuations

1) Evacuation routes

Emergency exits and veranda ladders

2) Maintaining evacuation routes

- a. Please maintain evacuation routes if fire breaks out and follow the dorm fire team's instructions when evacuating the building.
- b. Please maintain evacuation routes if an earthquake strikes and follow the dorm fire team's instructions when evacuating the building after extinguishing fires and conducting inspections, paying particular attention to falling objects.

4. Evacuation site

This building's evacuation site is as follows:

Please pay attention to the information and instructions that disaster organizations provide and take appropriate actions to evacuate if danger is imminent.

Dorm's evacuation site is the square at north of health care center on the East Campus

VII. Information about Using the Building Site

1. Prohibitions pertaining to building site use

The following items are strictly prohibited to prevent fire, ensure a pleasant environment for residents and safety, and properly maintain the building site:

- 1) Bringing ignitable or flammable substances (including portable gas burners or gas canisters) or explosives, regardless of the amount, into the dorm or its surroundings
- 2) Placing items (garbage, flowerpots, planters, tables, chairs, storage sheds and so on) around the building site
- 3) Leaving bicycles in places other than the designated locations
- 4) Bringing motorcycles (including mopeds) or privately owned cars onto the building site (except for temporary parking for transporting personal belongings during a move)
- 5) Unauthorized use of building site facilities or equipment
- 6) Merchandise sales and engaging in gambling on the building site
- 7) Leaving personal belongings, including valuables, around the building site
Please be aware that the university and administration office cannot be held in any way responsible with regard to thefts.
- 8) Conduct that disturbs those around you, including vibrations, noise (including music performances and stereo equipment), emitting foul odors and graffiti
- 9) Affixing stickers, unapproved assemblies, merchandise sales, handbill or leaflet distribution, or raising banners or flags
- 10) Installing or affixing displays—including signs, advertisements or notices—on the roof, exterior walls, or windows or in common use areas
- 11) Bringing animals onto the building site or keeping them as pets
- 12) Going naked while in the public view is forbidden
- 13) Relieving yourself anywhere other than a toilet
- 14) Unauthorized personal use of the building site
- 15) Creating garden plots on the building site and cultivating vegetables and other plants
- 16) Playing with balls or other equipment in corridors, the parking lot, the bike lot, etc.
- 17) Opening and closing emergency exits when there is no emergency
- 18) Other conduct that is injurious from the standpoint of administration

The administration office will remove personal belongings left around the building site after issuing a warning. After storing them for two weeks, the office will dispose of them if nobody comes to collect them.

2. Trash

Please follow Chofu City's designated rules, purchase trash bags and dispose of trash appropriately. (Refer to the separate information provided about trash disposal.)

Please refer to the pamphlet published by the Chofu City sanitation bureau and sort your trash. Please be sure to make a reservation through the number shown below when disposing of large trash items.

Chofu City Oversized Garbage Reception Center

Phone: 03-5296-7600 (only in Japanese)

Hours: Monday through Saturday, 8:00 to 19:00.

Please also be aware that five types of items—washing machines, refrigerators, freezers, air conditioners and televisions—are not collected as covered in the Home Appliance Recycling Law. Please check the Chofu City sanitation bureau's pamphlet or the Home Appliance Recycling Coupon Center website (<http://www.rkc.aeha.or.jp>) for more information.

Note that you should contact the manufacturer to dispose of a personal computer.

3. Bicycle parking

If you want to park your bicycle, you will need to register it with the

Student: student office in 1st floor in main building

Researcher: Zaimuka Kanzaikakari in the 2nd floor in main building

4. Car parking

You will need to notify the administration office if you want to park a car to move belongings in or out during a move.

VIII. Other

1. University entry restrictions

The south gate of International House is locked during UEC's summer vacation, the year-end/New Year holidays and the UEC's entrance examination periods when entering the campus is strictly controlled.

2. Administration office and resident advisors

The administration office and resident advisors cannot assist residents with everything. Tasks related to a move, transporting belongings, room cleaning, and handling messes that residents have made are tasks outside the scope of the duties of the administration office and resident advisors that residents must undertake themselves. Attempting to compel the administration office or resident advisors to handle these tasks will be considered malicious conduct subject to penalties, including eviction.

You should pay the cost and have a transport company move belongings that you are unable to carry yourself, and you should clean up places you have dirtied. If necessary, you should pay the cost to have a cleaning company clean up places you cannot clean yourself.

3. Monthly dorm fees

- 1) The payment is to be transferred to the university's designated account. You will receive a bill in your mailbox every month, so please go to a bank or post office and use an ATM to transfer the money to the bank account indicated on the bill in the name of the payer on the bill

The dormitory fee for the month you move in will be billed together with the next month's dormitory fee, so you will be billed for two months the month after you move in, and the dormitory fee for the month you move out will be billed for two months the month before the month you move out. It will be

- 2) Dorm fee breakdowns per month (from October, 2019)

/month	Student	Researcher
	Amount	Amount
Single	¥23,770	¥27,017
Pair	¥31,320	¥38,730
Family	¥39,070	¥53,568

Public utility rates (personal contract): Electricity, gas, waterworks charge

- 3) For students, if the residence permit period is less than 90 days, both lodging

fees and administration fees will be calculated on a daily basis.

For researchers, we will calculate the fees on a daily basis regardless of the period of residence permit.

However, if there is a change in the residence permit period, we may not calculate on a daily basis.

- 4) When you move-out from the dormitory, cleaning fee will be charged. Please refer page 8, section “d. Cleaning fee” in detail.

IX. Miscellaneous Rules

1. Your cooperation is requested regarding environment-related efforts

Your understanding and cooperation is requested with regard to the following environment-related efforts undertaken at the dorm:

- 1) Please help cut energy consumption by setting your dorm room’s air conditioning and using your lighting in ways that conserve energy
- 2) Please help out by sorting trash to reduce the volume of trash and recycling items that can be used as resources whenever possible

2. User guide updates

The user guide is subject to change in connection with revisions to related laws and regulations and administrative circumstances. You will be notified each time the user guide is altered and we request your cooperation with regard to any such changes in the user guide.

Appendix A. Using Laundry Rooms in Single's Dorm Building

1. Store your wash basket in your room when not using it (do not leave it in a common use area)
2. Place your wash basket in front of the washing machine you are using
3. Place your wash basket in side of the dryer when using a dryer
4. If you do not place your wash basket as noted above when using a washing machine or dryer, it will be assumed that an outsider is using the machine and the contents will be removed
5. Washing machines or dryers are coin-operated laundries; ¥100/one load for the washing machine and ¥100/30mins for the dryer.
6. If you find laundry left in a washing machine or dryer, please use the wash basket to determine its owner, place the laundry in the wash basket, and place the wash basket in front of the owner's room. Please notify an administrator if you find laundry left in a washing machine or dryer when there is no wash basket. The administrator will remove the laundry that has been left.
7. Items that have been left lying around will be kept for two weeks and disposed of after that period
8. Do not use two dryers at the same time. because the electric capacity exceeds, the electric breaker will shorts

Note: Please use the numbered wash basket distributed by the university. All others will be considered personal belongings and removed.

Appendix B. Trash Disposal Methods

1. Please buy official Chofu city trash bags, dispose of trash according to types and place them at the sorted trash depot.

The administration office transports trash placed at the trash depot to the trash collection site on days specified by Chofu city hall.

2. Please follow the trash sorting methods in the trash disposal rules distributed by Chofu city hall
3. Please refer to the International House map for the trash depot's location
4. Please take hazardous trash to the administration office
5. Please notify the administration office by email about large trash items after you make arrangements to have picked them up. You will be given information about where to put your large trash.

Note: Sorting unsorted trash left at the trash depot is not one of the administration office's duties. Such work is subcontracted to a separate contractor. Please note that the fees for this are high and will result in a substantial increase in administration fees.

Appendix C. How to Use the Internet

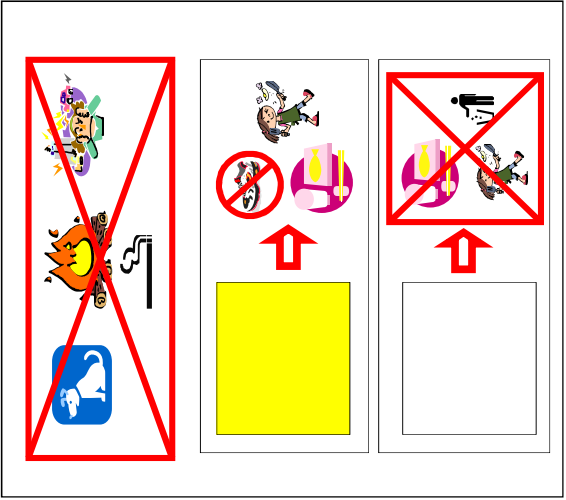
This building offers Internet services over a leased line for Internet use through a local area network (LAN).

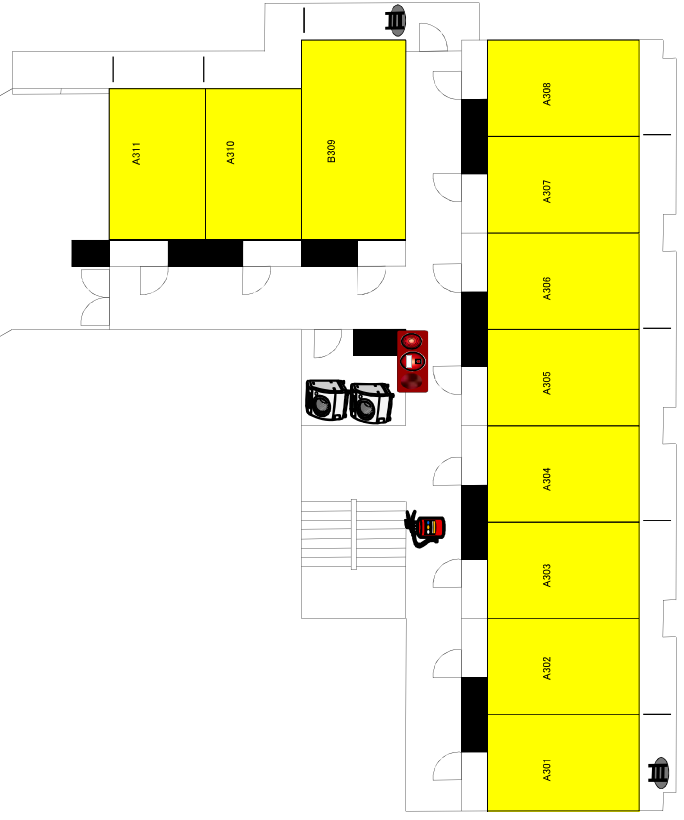
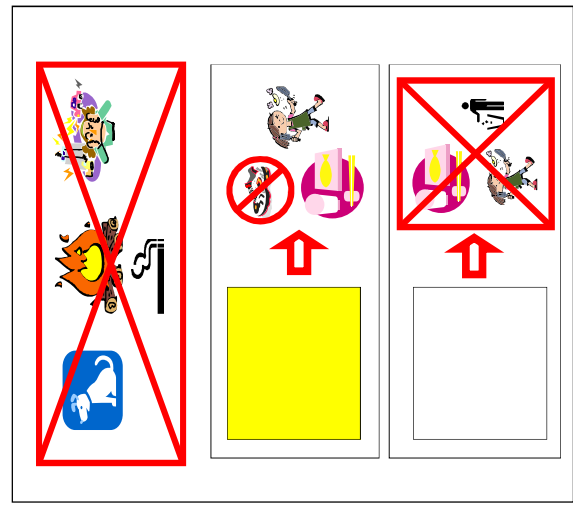
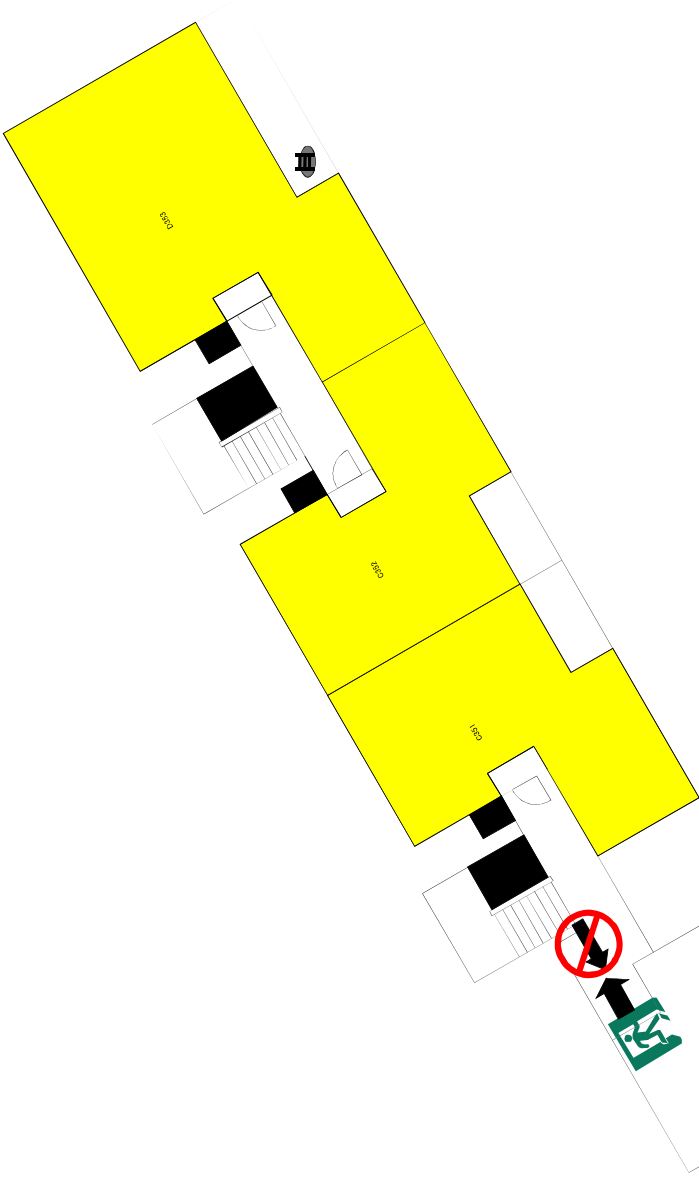
- Connect your computer to the modular jack in your room. (Please supply the LAN cable yourself.)
- The modular jack is located above your entrance door.
- Please use the modular jack's lower plug.
- Be aware that.
 - There are no designated email addresses
 - There are no modems in dorm rooms
 - Please buy a wireless router from a big box appliance retailer if you want one for your room. And please connect the router to the modular jack to use it.

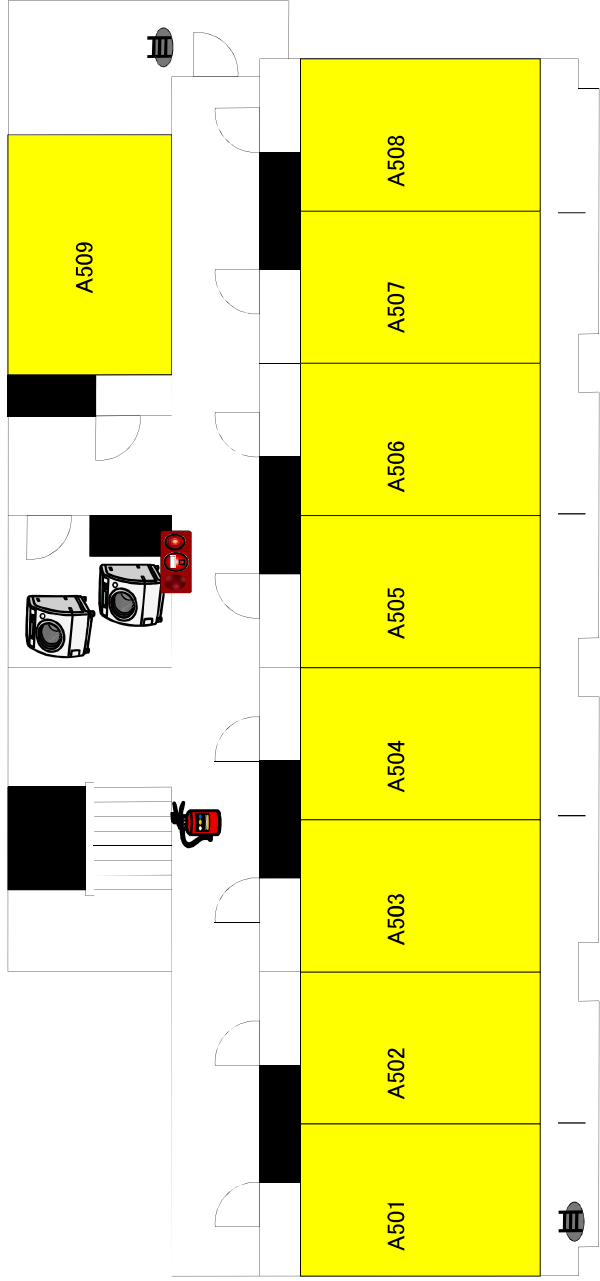
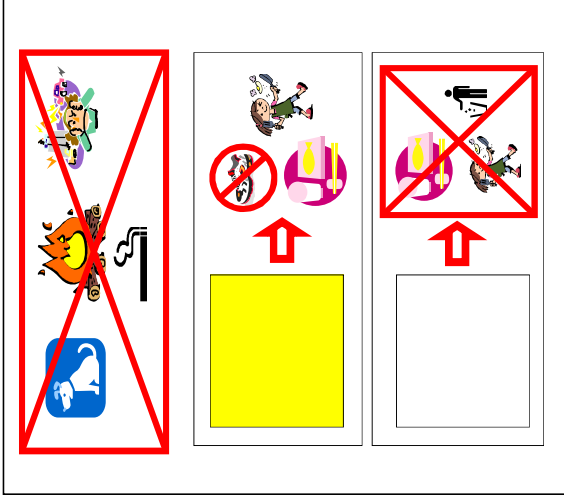
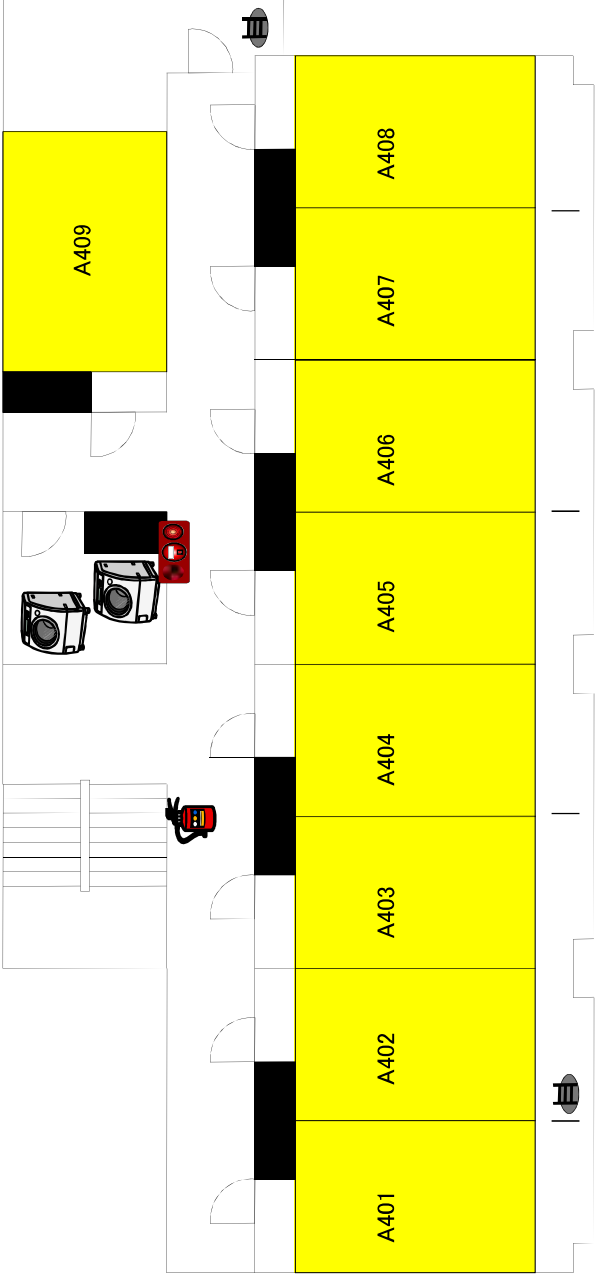
Inquiries: Technical support center

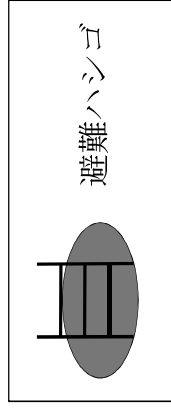
Phone: 03-6400-3863 (only in Japanese)

9:00 to 23:00 (365 days a year)









避難ハシゴ



消火器



非常ベル



洗濯機



非常口
(解放禁止)



火気



たばこ



ペット



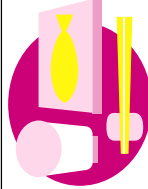
土足



ゴミ捨て



騒音



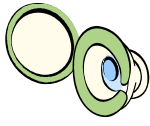
飲食



料理



電子レンジ



トイレ



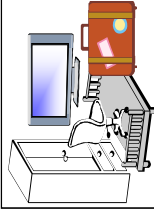
男性用



女性用



ゴミ箱



トランク
ルーム



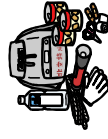
郵便ポスト



管理人室



掲示板



非常用品



駐輪場



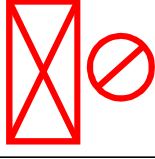
施錠



緊急電話



呼出



禁止



可燃ゴミ



不燃ゴミ



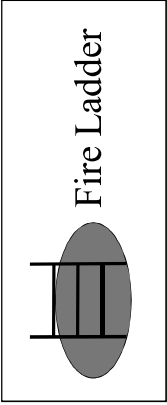
ビン
缶
ペットボトル



プラスチック



古布
古紙



Fire Ladder



Extinguisher



Emergency Bell



Washing Machine



Emergency Door
(Do not leave
the door open)



Fire



Smoking



Pet Animal



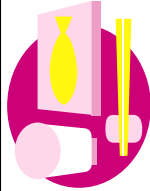
Shoes On



Waste



Noise



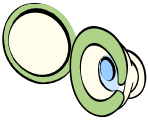
Eat &
Drink



Cooking



Microwave



Restroom



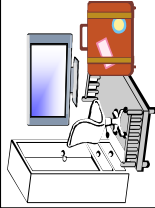
Men only



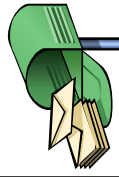
Women only



Garbage Pit



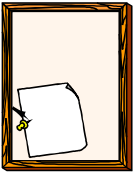
Storage



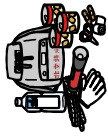
Post box



Caretaker



Information Board



Emergency Kit



Parking Area



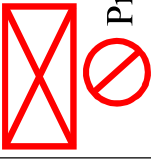
Lock-up



Emergency Call



Intercom



Prohibition



Burnable Garbage



Unburnable Garbage



beverage•
food bottle
Can
beverage•
food pet bottle



Plastic



used
paper &
cloth

粗大ごみの出し方(主に最大辺が40cm以上の大型ごみ)

事前の予約が必要です。混み合う場合がありますので、引越し等の場合は余裕をもってお申込みください。



① 申込

●インターネット申込み(24時間)

調布市ホームページ「粗大ごみ」または左記のQRコードから

※インターネットの受付の際には、住所・電話番号などの入力欄にご注意ください。(午前8時30分～午後5時15分、年末年始を除く)

●電話申込み

☎042-306-7731
月～金曜日

収集の場合

② 特定廃棄物処理券購入



持込みの場合

② 予約日に持込む

- 持込み先
調布市クリーンセンター
(調布市野水2-1-1)
※下記の地図をご覧ください。
●手数料は1回の搬入重量
10kg毎に300円(税込)
です。

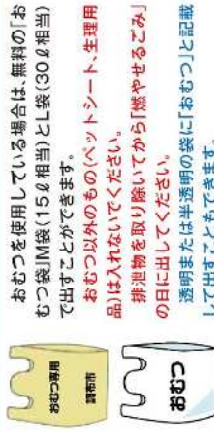
③ 収集日当日の朝8時までに出す

- 特定廃棄物処理券は粗大ごみの目立つところに貼ってください。
- 立金う必要はありません。
- 処理券の控え(券の裏面)は、収集が終わるまで大切に保管しておいてください。

ご注意ください

- ① 冷蔵(冷凍)庫・洗濯機・衣類乾燥機・テレビ・エアコン・パソコン・原動機付自転車などは、市では収集できません。
- ② お店や会社(事務所)などの事業所から出る粗大ごみは、市ではお受けできません。

おむつ袋・ポランティア袋をご利用ください



おむつを使用している場合は、無料の「おむつ袋IM袋(15ℓ相当)とL袋(30ℓ相当)を出すことができます。
おむつ以外のもの(ベットシート、生理用品)は入れないでください。
排泄物を取り除いてから「燃やせるごみ」の日に出してください。
透明または半透明の袋に「おむつ」と記載して出すことができます。

地域の道路や公園など、公共の場所を清掃される場合、「ポランティア袋」を使って出すことができます。
※燃やせるごみ・燃やせないごみに分けてポランティア袋に入れ、それぞれの収集日にご自宅の排出場所に出してください。大きさはL袋のみとなります。

交付窓口	受付時間	おむつ袋	ポランティア袋
各地域福祉センター	午前9時～午後5時 (毎月第4月曜日、年末年始を除く) ※午後9時30分まで開通している場合もあります	○	○
ごみ対策課窓口 (市役所2階)		○	○
クリーンセンター	午前9時30分～午後5時15分 (土・日及び祭日、年末年始を除く)	○	○
持込出張所		○	○
緑と公園課 (市役所8階)		×	○
市役所プラザあろす 2階・3階 (国府津北口駅)	午前8時30分～午後10時 午前9時30分～午後5時15分 (毎月第9月曜日(後日の場合は翌日)、 年末年始を除く)	○	○
子ども遊び広場 ゼンズ(すみずみ) (コノスエア2階)	午前9時～午後5時 (毎月第3土曜日、日曜、年末年始を除く)	○	×
各児童館	午前9時～午後5時(年末年始を除く)	○	×

調布市ごみ出しルール

家庭版

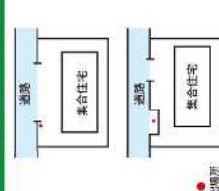
ごみ出しルール・指定収集袋

ごみ・資源物は、玄関先などの道路に面した敷地内(集合住宅では、敷地内の決められた集積所)に、**収集日当日の朝8時までに**に出してください。**ルールが守られていないごみ・資源物は収集できません**ので、ご協力をお願いします。
新たに戸建住宅へ転入された方は、業務係(☎042-306-8200)まで収集依頼の連絡をしてください。

戸建住宅の排出場所



集合住宅の排出場所



「燃やせるごみ」と「燃やせないごみ」は調布市指定収集袋で出してください



市が指定した取扱店で
ご購入ください。
このステッカーが
取扱店の目印です

調布市指定
特定廃棄物処理
一般廃棄物収集袋
取扱店

収集袋の種類 (10枚一組)	金額 (廃棄物処理手数料)
S袋 (5リットル相当)	84円(税込)
M袋 (15リットル相当)	273円(税込)
L袋 (30リットル相当)	556円(税込)
LL袋 (45リットル相当)	840円(税込)

お近くの取扱店はごみリサイクルカレンダーか、調布市ホームページをご確認ください。

<https://www.city.chofu.tokyo.jp>

ごみ対策課業務案内

調布市役所2階ごみ対策課窓口

調布市クリーンセンター

調布市野水2-1-1

●業務係

☎042-306-8200

【主な業務】

- ごみの収集(収集漏れ)
- ごみの排出方法
- ふれあい収集
- し尿のくみ取り
- ごみの不法投棄対策
- 動物の死体の引き取り
- 事業所から排出されるごみ
- せん定した枝の資源化(チップ化)

●減量対策係

☎042-306-8781

【主な業務】

- ごみの量やリサイクル
- ごみの排出方法
- 調布市指定収集袋の取扱い
- 資源物地域集積回収
- 生ごみ処理機等の補助金
- 家庭系リサイクルごみ袋のばら売り(令和3年4月以降)

●庶務係

☎042-306-8780

調布市リ再来留(りさいくる)館

調布市富士見町3-2-1
(中央自動車道高架下)

【主な業務】

- 粗大ごみ再生品の展示・売却

gomital@w2.city.chofu.tokyo.jp

調布市環境部ごみ対策課
令和4年4月発行

便利な
ごみアプリも
お使いください!

iPhone
iOS端末

Android
端末

Google play

App Store

家庭ごみの出し方

ごみ・資源物は**当日朝8時**までに出してください。
収集時間はその日の状況で変わることがあります。

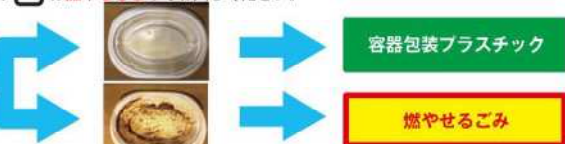
燃やせるごみ・燃やせないごみは市の指定収集袋で出してください。

種類	収集	ごみの種類 (代表例)	出し方	出し方の注意点
燃やせるごみ	週2回	<ul style="list-style-type: none"> 生ごみ・貝殻 ○ゴム製品 皮革製品 ○くつ かばん(布・皮等) ○帽子 汚れた落ちない容器包装プラスチック 使い捨てカイロ ○衛生用品 おむつ(排泄物は取り除いてから) ※無料で収集します。表面をご覧ください。 枝・草・葉 ※無料で収集します(上限あり)。右の出し方と出し方の注意点をご覧ください。 紙くす類(感熱紙・カーボン紙など) 	指定収集袋(オレンジ色)に入れる 無料収集 【枝】ひとで束ねて、燃やせるごみの収集日にお出しください。 【草・葉】透明もしくは半透明の袋に入れて、燃やせるごみの収集日にお出しください。	生ごみは必ず水をよく切ってから出す。 生ごみがカラスなどに荒らされないよう、できるだけポリバケツなどをご用意ください。 【枝】長さ40cm未満にそろえ、直径30cm程度の束にして出す。太さが直径8cm以上の枝は収集不可。 1回の収集につき5束まで。大量に排出するときは、複数回に分けて出す。 【草・葉】1回の収集につき200リットルまで。大量に排出するときは、複数回に分けて出す。 他のものを混ぜない。異物の混入が認められた場合は収集しません。
	週1回	<ul style="list-style-type: none"> 金属製品(なべ・フライパン・アルミホイルなど) 陶磁器(皿・茶碗など) ガラス製品(鏡・電球など) 「容器」や「包装」ではないプラスチック製品(おもちゃ、タッパー、バケツなど) ウレタン ○スポンジ ○ストロー 人形・ぬいぐるみ ○小型家電製品 刃物・割れ物(紙や布に包み、袋に「キケン」と表示) 	指定収集袋(青色)に入れる	包丁や割れたビン・コップ・食器などは、新聞紙や布に包み、「キケン」と書いた紙を指定収集袋に貼る。 ガステーブル・カセットコンロが原因による車両火災が発生しています。ガステーブル・カセットコンロ・ストーブ(石油・ガス)などの着火装置のついているものは「粗大ごみ」。 燃やせないごみと収集日は同じですが、必ず燃やせないごみと分けて出す。 蛍光灯など水銀を含むものは購入したときのケースや箱に入れるなど破損しないように出す。 スプレー缶・カセットボンベは、中身を使い切って空を空けて有害ごみに出す。ガス抜きキャップがない場合など、中身が出せない場合は、無理に出そうとせず、「中身あり」と書いた紙を貼って有害ごみに出す。
燃やせないごみ	週1回	<ul style="list-style-type: none"> 水銀を含むもの(水銀使用廃製品)(蛍光灯・乾電池・ボタン電池・体温計・血圧計など) 引火の恐れのあるもの(カセットボンベ・スプレー缶・ライターなど) モバイルバッテリー※・電子タバコ(加熱式タバコを含む) ※携帯電話やタブレットなどを充電する、持ち運び可能な充電器 	空に入せずに カゴやバケツなどの容器に入れる	燃やせないごみと収集日は同じですが、必ず燃やせないごみと分けて出す。 蛍光灯など水銀を含むものは購入したときのケースや箱に入れるなど破損しないように出す。 スプレー缶・カセットボンベは、中身を使い切って空を空けて有害ごみに出す。ガス抜きキャップがない場合など、中身が出せない場合は、無理に出そうとせず、「中身あり」と書いた紙を貼って有害ごみに出す。
	週1回	プラマークがあるプラスチック製の「容器」や「包装」 袋(スナック・ラメ・レジ袋) 発泡スチロール・トレイ・緩衝剤(プチプチ) パック・カップ(カップ類・コンビニ弁当の容器) ネット(みかんなど) ペットボトルのキャップ・ラベル	透明もしくは半透明の袋に入れる	プラスチック製の商品本体(おもちゃ、バケツなど)は燃やせないごみ 食べ物などの汚れは軽く洗い流すか、ふき取ってから出す。汚れが落ちないものは燃やせるごみ。 内容物が残らず、表面に油が膜状に残っている程度でしたら「容器包装プラスチック」で出せます。水は残り水などを有効利用しましょう。
古紙・古布	週1回	新聞 雑誌・本	束ねてひとでしる	古紙は雨の日も収集します。 新聞の販売店回収がある場合は、そちらを利用してください。 新聞と段ボールは一緒にしないで、別々に出してください。 シュレッダーにかけた紙ごみはビンの収集日に無料で収集します。 下記のものは資源物にならないため燃やせるごみに出してください。
	週1回	段ボール 雑誌(お菓子の箱・はがき・封筒・メモ用紙・コピー用紙・チラシ・商品を入れている包装紙・紙袋など、名刺サイズ以上の大きさの紙) 牛乳パック(飲料用紙パック) ※内側が茶色の紙パックを家庭で捨てての場合は燃やせないごみでお出しください	たたんで紙袋に入れるか、チラシなどの間にはさむ	レシートなどの感熱紙・コーティングされた紙(紙コップやアイスクリームなどの紙容器)・香りや臭いがついた紙・油が染み付いた部分の紙・泥汚れがひどい部分の紙・くつがばんの詰め物・紙おむつ・写真など
ビン	週1回	飲料用・食用のビン(酒・ジュース・調味料などのビン) ※ラベルははがさなくて結構です。	袋に入らずに、カゴやバケツ、コンテナなどの容器に入れる	古布は雨の日には出さないようご協力ください。 衣類のボタン・ファスナーなどは付いたまままで出してください。
	週1回	飲料用・食用のカン(酒・ジュース・調味料・お菓子などのカン) ※カンはつぶさなくて結構です。		中を軽く水でゆすいでください。 プラスチック製のキャップは容器包装プラスチックに、金属のキャップは燃やせないごみに出してください。 化粧品などのビン・塗料のビンなど、飲食用以外のビン・カンは燃やせないごみ ペットボトルは、できるだけつぶしてください。 ペットボトルのラベルやキャップは、はらずして容器包装プラスチックへ。
ペットボトル	隔週	このマークがあるもの(飲料用・食用のジュース・お茶・調味料などのペットボトル)		燃やせるごみ
	週1回	シュレッダーにかけた紙ごみ	透明もしくは半透明の袋に入れてビンの収集日に出す	1回につき90リットルまで。 他のものが混ざらないようお願いします。異物の混入が認められた場合は収集しません。
粗大ごみ	申込	家庭電化製品類、自転車、冷暖房器具、タンス、テーブルなどで、最大辺が40cm以上のもの 最大辺が40cm未満のものでも一般収集に支障があるもの(ストーブ・カセットコンロなど着火装置のついているもの)	インターネットかお電話でお申し込みください(処理費は有料)。インターネット受付が便利です。	詳細は表面をご覧ください

収集日は、お住まいの地区の「ごみリサイクルカレンダー」でご確認ください

汚れが落ちない容器包装プラスチックは燃やせるごみへ

汚れが落ちない容器包装プラスチックは燃やせるごみでお出しください。



- トレイやレジ袋などの容器包装プラスチックについた食べ物や土・砂などの汚れは、軽く洗い流すか、ふき取ってください。汚れが落ちたものは容器包装プラスチックに、汚れが落ちないものは燃やせるごみにお出しください。
- 内容物が残らない程度で、表面に油が膜状に残っている程度でしたら容器包装プラスチックでお出しいただけます。また、軽く乾かしてから出していただくをお願いします。

Oversized Garbage Disposal (mainly items larger than 40 cm on each side)

You must make reservations for the pickup of your oversized items. Since the center may occasionally be busier than usual, please make your request well before hand if you are planning a move.

1. Request for collection

Chofu City Oversized Garbage Reception Center

Tel: 03-5296-7600

Monday through Saturday
(Closed during the year-end/New Year holidays) 8 a.m. to 7 p.m.

Note: Requests can also be submitted over the Internet.
http://sodai.tokyokankyo.or.jp/
Note: When making a request over the Internet, make sure you correctly enter crucial information such as your address and telephone number.

For pickups

2. Purchase the specified waste stickers

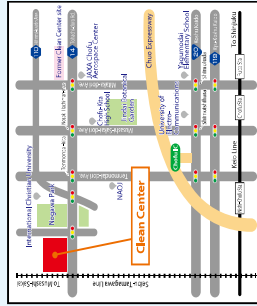


- Where to bring them
Chofu City Clean Center
(2-1-1 Nomizu, Chofu-shi)
Note: See the map below.
- The fee is ¥300 (tax included) per every 10 kg.

Notes:

1. The fees must be paid in cash. Please note that the specified waste stickers cannot be used in this case.
2. Since your address and identity must be confirmed, be sure to bring your driver's license or another official personal ID along.

The Clean Center moved in January 2019.



3. Place your items outside by 8 a.m. on the pickup day

- Affix the specified waste stickers on the garbage items in plainly visible locations.
- You do not need to be present when the items are picked up.
- Please be sure to keep the payer's copy (on the backing paper of the sticker) in a safe place until the items have been picked up.

Caution

1. The municipal government cannot collect such items as refrigerators, freezers, washing machines, clothes dryers, televisions, air conditioners, personal computers, or motor scooters.
2. The city does not collect oversized garbage items from stores or companies (business offices).

Trash Bags for Diapers and Volunteer Cleanup Activities

Chofu City supplies free diaper bags (M size: 15 liters; L size: 30 liters) for diaper disposal.

Please do not put other items (such as pet toilet sheets or sanitary pads) in these bags.

Remove the waste matter from the diapers before you put them in the bags and set them out on combustible garbage days.

Note: You can also dispose of diapers in a transparent/semitransparent bag by writing "おむつ" (diapers) on the bag.



Chofu City also supplies free trash bags for volunteers to use when cleaning up local roads, parks and other public places.

Note: Place combustible and noncombustible garbage in separate trash bags, and throw the bags away on the respective collection days at your collection site.

Note: Only L-size bags are available for this purpose.



For household use

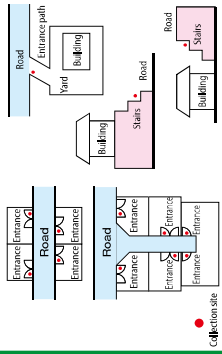
Chofu City Trash Disposal Rules

Trash Disposal Rules and Authorized Trash Bags

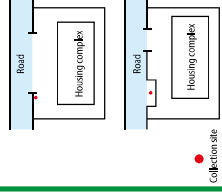
Place trash and recyclables in front of the entrance to your house or other location on your property facing the road (or at the predetermined collection sites in the case of housing complexes) by 8 a.m. on collection days. If you fail to follow the rules, your trash and recyclables will not be collected. Your cooperation is therefore requested.

If you have recently moved into a house, please contact the Operations Subsection (Tel: 042-306-8200) to request regular trash collection.

Single-dwelling collection sites



Housing complex collection sites



Use trash bags authorized by the municipal government for the disposal of combustible and noncombustible garbage.



Trash bag types (10 to a package)	Price (Waste processing fee)
S (5 liters)	¥84 (tax included)
M (15 liters)	¥273 (tax included)
L (30 liters)	¥556 (tax included)
LL (45 liters)	¥840 (tax included)

You can purchase official municipal trash bags from retailers designated by the city.
This decal denotes retailers that stock trash bags.



Check the trash and recyclables calendar or visit the Chofu website to locate nearby retailers that stock trash bags.

<http://www.city.chofu.tokyo.jp>

Use the convenient trash collection app!



Garbage Measure Section Services Guide

Garbage Measure Section service counter, Chofu City Office 2F

Chofu City Clean Center

2-1-1 Nomizu, Chofu-shi
Tel: 042-306-8200
(Operations Subsection)
Fax: 042-368-9921

Matters Handled

- Trash collection
- Trash disposal methods
- Trash disposal services for the elderly, the disabled, etc.
- Illegal trash disposal
- Collection of human waste
- Turning branches pruned by residents into resources (wood chips)
- Collection of trash produced by businesses
- Collection of dead pets

Chofu Station South Exit Office

4-20-2 Fuda, Chofu-shi
Chofu NK Building 2F
Tel: 042-481-7811
(General Affairs Subsection)
Tel: 042-481-7812
(Trash Reduction Policy Subsection)
Fax: 042-481-7814

Matters Handled

- Calculation of volumes of trash and recycling
- Distribution of official Chofu City trash bags
- Collection of recyclables by community groups
- Provision of subsidies to composters
- Trash disposal methods

Chofu City Recycling Hall

3-2-1 Fujimicho, Chofu-shi
(under the Chuo Expressway)

Matters Handled

- Display and sales of refurbished oversized garbage items

gomita@2-city.chofu.tokyo.jp














Chofu City Environmental Department,
Garbage Measures Section
Published March 2019



How to Dispose of Household Trash

Please take your trash and recyclables out by **8 a.m. on collection days**. Collection times may differ depending on the situation during the collection day.

Please use official Chofu City trash bags to dispose of combustible and noncombustible garbage.

Category	Collection	Types of Trash (major examples)	Disposal Method	Points to Note about Disposal
Combustible garbage	Twice weekly	<ul style="list-style-type: none"> Kitchen scraps and shells Rubber items Leather items Shoes Bags (fabric, leather, etc.) Hats Plastic wrappers and containers that cannot be cleaned Disposable handwarmers Hygiene products Diapers (remove waste) <p>Note: Collected for free. See the front.</p> <ul style="list-style-type: none"> Branches, grass, leaves <p>Note: Collected for free (there is a limit). See the disposal method and points to note at right.</p> <ul style="list-style-type: none"> Paper trash (thermal paper, carbon paper, etc.) 	<p>Place in authorized orange bags</p>  <p>Free collection</p> <p>Branches Bundle with string and dispose of with combustible garbage.</p> <p>Grass and leaves Put in a transparent or translucent bag and dispose of with combustible garbage.</p> 	<ul style="list-style-type: none"> Drain kitchen scraps to remove moisture before disposal. Placing the authorized trash bags in plastic buckets or other receptacles is also permitted if crows are a frequent problem.  <p>Branches Must be cut shorter than 40 cm; make bundles of up to 30 cm in diameter. Note: Branches that are 8 cm or thicker cannot be collected.</p> <ul style="list-style-type: none"> Up to five bundles can be collected at once. If you will be disposing of a large amount, please throw it away over multiple collection days. <p>Grass and Leaves Up to 200 liters (around four 45-liter bags) can be collected at once. If you will be disposing of a large amount, please throw it away over multiple collection days.</p> <ul style="list-style-type: none"> Make sure not to include other garbage in the bag(s). If other garbage is mixed in, the bag(s) will not be collected.
Noncombustible garbage	Every other week	<ul style="list-style-type: none"> Metal (pots, frying pans, aluminum foil, etc.) Pottery (plates, rice bowls, etc.) Glass (mirrors, lightbulbs, etc.) Plastic and plastic items that are not containers or wrapping material (toys, Tupperware, buckets, etc.) Polyurethane Sponges Straws Dolls, stuffed animals Small appliances Knives and broken glass; please wrap these items in paper or cloth, put them in a bag, and attach a memo that says "キケン" (Danger) to the bag. 	<p>Place in authorized blue bags</p> 	<ul style="list-style-type: none"> Please dispose of knives and broken glassware and dinnerware safely by wrapping these items in newspaper or cloth, putting them in a city-approved trash bag, and attaching a memo that says "キケン" (Danger) to the bag. Many garbage truck fires have been caused by gas kitchen stoves and canister-type burners. Gas kitchen stoves, canister-type burners, stoves (kerosene or gas) and other flame-producing equipment should be disposed of as oversized garbage regardless of their size. 
Hazardous waste	Every other week	<ul style="list-style-type: none"> Waste items that contain mercury (fluorescent lights, dry-cell batteries, button-cell batteries, thermometers, blood pressure monitors, etc.) Items that may ignite (gas canisters, aerosol spray cans, lighters, etc.) Mobile batteries*, electronic cigarettes (including heated-tobacco products) <p>*Includes portable chargers for cellphones or tablets</p> 	<p>Do not place in bags. Place in buckets or other receptacles.</p> 	<ul style="list-style-type: none"> Hazardous waste is picked up the same days as noncombustible garbage, but please be sure to separate it from noncombustible garbage. Place fluorescent lights and other items that use mercury in the case you purchased them in to prevent breakage. Please empty spray cans completely. Do not punch holes in spray cans, which is very dangerous; use a degassing cap instead, and degas the cans outdoors. If you cannot completely use up the contents of a spray can, do not try to forcefully empty it. Attach a paper that says "中身あり" (Not empty) and dispose of it.
Containers and wrapping plastic	Once a week	<p>Plastic containers and wrapping materials that bear the plastic logo</p> <ul style="list-style-type: none"> Bags (snack and instant noodle packaging, grocery bags) Polystyrene foam, trays, bubble wrap Food containers, cups (instant food cups, convenience store box lunch containers) Nets (for tangerines and other fruits) PET bottle caps and labels 	<p>Place in transparent or translucent bags.</p> 	<ul style="list-style-type: none"> This does not include objects made of plastic such as toys or buckets. Wash or wipe off food grime before disposal. Dispose of items that cannot be cleaned properly as combustible garbage. If an item is cleaned of its contents but some oil stains remain, the item can be thrown away along with plastic wrappers and containers. 
Paper and cloth	Wednesdays, weekly	<ul style="list-style-type: none"> Newspapers Magazines, books 	<p>Bundled with string</p> 	<ul style="list-style-type: none"> Paper is collected even on rainy days. If your newspaper vendor collects old newspapers, please use that service. Do not mix cardboard and newspapers. Please put them out separately. Shredder waste can be collected for free on same day glass items are collected. Dispose of the following as combustible garbage, since they cannot be recycled.
		<p>Cardboard</p> 	<p>Bundled with string</p> 	<p>Thermal paper, carbon paper, photographs, paper cups, laundry detergent containers, extremely soiled paper, oil-stained paper, sticker backing, paper used to stuff shoes and bags, etc.</p>
		<ul style="list-style-type: none"> Assorted paper in sizes larger than business cards (confectionery boxes, postcards, envelopes, memo paper, copy paper, flyers, product wrapping paper, paper bags, etc.) Paper cartons (for milk and other beverages) <p>Note: Dispose of paper cartons with aluminum inner linings as noncombustible garbage.</p> 	<p>Fold or insert between flyers and place in paper bags.</p> 	<p>Thermal paper, carbon paper, photographs, paper cups, laundry detergent containers, extremely soiled paper, oil-stained paper, sticker backing, paper used to stuff shoes and bags, etc.</p>
		<ul style="list-style-type: none"> Clothing Towels Blankets (throw away electric blankets as oversized garbage) Sheets Curtains (remove metal hooks) 	<p>Place in transparent or translucent bags.</p> 	<ul style="list-style-type: none"> Please do not put cloth items out on rainy days. It is okay to leave buttons and fasteners on clothing. 
Bottles	Once a week	<ul style="list-style-type: none"> Glass bottles for beverages or food products (sake, juice, condiments, etc.) <p>Note: There is no need to remove labels.</p> 	<p>Do not place in bags. Place items directly in crates, buckets, or other receptacles.</p> 	<ul style="list-style-type: none"> Rinse lightly with water before disposal. Throw plastic caps away as plastic trash and metal caps as noncombustible garbage. Cosmetics bottles, paint cans, and other bottles and cans not used for food or beverages do not fall under this category. ⇒ Please throw these items away as noncombustible garbage. Flatten PET bottles as much as possible. Remove labels and caps and dispose of them along with plastic wrappers and containers.
Cans	Once a week	<ul style="list-style-type: none"> Cans for beverages or food products (beer, juice, condiments, confectionery, etc.) <p>Note: There is no need to crush cans.</p> 		
PET bottles	Every other week	<p>Items bearing this logo (PET bottles for food, beverages such as juice and tea, and condiments)</p>  		
Shredder waste	Once a week	<ul style="list-style-type: none"> Shredder waste 	<p>Place in transparent or translucent bags and dispose of it on the collection day for bottles.</p>	<ul style="list-style-type: none"> Up to 90 liters (two 45-liter bags) can be collected at once. Make sure not to include other garbage in the bag(s). If other garbage is mixed in, the bag(s) will not be collected.
Oversized Garbage	Pickup by request	<ul style="list-style-type: none"> Household electrical appliances, bicycles, HV/AC units, wardrobes, tables and other items 40 cm or larger on their longest side. Items less than 40 cm on their longest side that may cause problems during regular collection (stoves, canister-type burners and other flame-producing equipment). 	<p>Register by phone or through the Internet (fees charged for pickup) Oversized Garbage Reception Center Tel: 03-5296-7600 URL: http://sodai.tokyokankyo.or.jp/</p>	<p>See front for details</p>

Please check your neighborhood trash and recycling calendar to find out when trash is collected.

Treat dirty plastic wrappers and containers as combustible garbage

Throw away plastic wrappers and containers that cannot be cleaned properly as **combustible garbage**.



Rinse or wipe off grime



Plastic containers and wrapping

Combustible garbage

- Rinse or wipe off food, dirt, sand or other grime from trays, grocery bags and other plastic wrappers and containers. Dispose of items that can be cleaned along with plastic wrappers and containers, and treat items that cannot be cleaned as combustible garbage.
- If an item is cleaned of its contents but some oil stains remain, the item can be thrown away along with plastic wrappers and containers. Please dry it before disposal.

大件垃圾的倒出方法 (主要是边长 40cm 以上的大型垃圾)

需要事先预约。因比较混杂,在搬迁时请留够时间申请。

① 申请

调布市大件垃圾受理中心
☎03-5296-7600
星期一至六 (上午8时~晚7时)
(元旦前后除外)



可以通过互联网进行申请。
<http://sodai.tokyokankyo.or.jp/>
※网上受理时, 请注意住址、电话号码不要输错。

收集时

② 特定废弃物处理券购入



- 直接搬运地
调布市清洁中心
(调布市野水2-1-1)
※请浏览下述地图。
- 手续费: 一次搬运重量每
10公斤300日元(含税)

③ 在收集日当天早上 8 点之前倒出

- 请将特定废弃物处理券贴在大件垃圾的显眼处。
- 不必会同(面谈)受理。
- 在收集完毕之前, 请将处理券的存根(券里侧)妥善保管。



请注意

- ① 冰箱(冰柜)、洗衣机、衣类干燥机、电视、空调、电脑、电动自行车等, 市里不能收集。
- ② 商店和公司(事务所)等事业所倒出的大件垃圾市内不予接收。

请利用尿布袋・义务服务袋

使用尿布袋时, 可以免费使用“尿布袋”M袋
(相当于15升)和L袋(相当于30升)倒出。
请不要交尿布袋以外的物品(宠物座椅、生
理用品)。
清除排泄物后, 请在“可燃垃圾”日倒出。
在透明或半透明的袋上写明“おむつ”(尿
布)后也能倒出。



地区的道路和公园等公共场所清扫时,
可以使用“义务服务袋”倒出。

※将可燃垃圾、不燃垃圾分类装入义务服务袋
中, 分别在各目的收集日扔至自家的丢弃场
所。大小只有L袋。



交付窗口	受理时间	尿布袋	义务服务袋
各地区福利中心	上午9时~下午5时 (每月第1、3、5日、元旦前后除外) ※也有开馆到晚上9时30分止的情况	○	○
垃圾对策课 南口事务所 (市役所2楼)		○	○
垃圾对策课 南口事务所 (市役所2楼)		○	○
清洁中心	上午8时30分~下午5时15分 (星期六、日及节日、元旦前后除外)	○	○
神代出張所		×	○
环境政策课 (市役所8楼)		×	○
绿色公民馆 (市役所8楼)		×	○
市役所 Cross (市役所1楼)	上午8时30分~晚10时 (每月第3星期一、元旦前后除外)	○	○
健康/家庭支援中心 (KOKO-SQUARE 2楼)	上午9时~下午5时 (每月第3星期一、日、元旦前后除外)	○	×
各儿童馆	上午9时~下午5时 (元旦前后除外)	○	×

调布市垃圾倒出规则

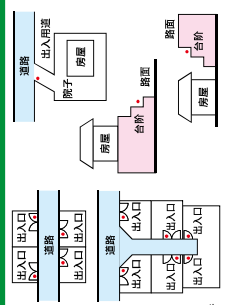
家庭版

垃圾倒出规则・指定收集袋

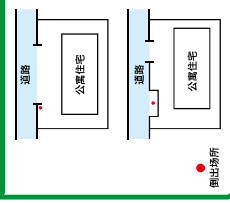
垃圾・资源物请在大大门口等面向道路的小区内(集体住宅为小区内规定的回收站), 在收集日当天早上8点之前倒出。没有遵守规则的垃圾、资源将不能收集, 敬请协助。

新迁入住户住宅者请向业务系(☎042-306-8200)联系, 拜托收集事宜。

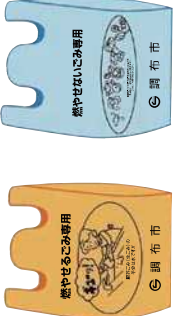
独户住宅的倒出场所



公寓住宅的倒出场所



“可燃垃圾”与“不燃垃圾”请利用调布市指定收集袋倒出



请到市指定的
经办店铺购入。
这个标记是
经办店铺的标识



收集袋种类 (10个一组)	价格 (废弃物处理手续费)
S袋 (相当于5公升)	84日元(含税)
M袋 (相当于15公升)	273日元(含税)
L袋 (相当于30公升)	556日元(含税)
LL袋 (相当于45公升)	840日元(含税)

请利用垃圾再生利用月历或调布市主页, 就附近的经办店铺进行确认。

<http://www.city.chofu.tokyo.jp>

请使用方便的
垃圾
APP!



垃圾对策课业务简介

调布市役所 2 层垃圾对策课窗口

调布市清洁中心

调布市野水 2-1-1
电话 042-306-8200 (业务系)
传真 042-368-9921

【主要业务】

- 垃圾的收集
- 垃圾的倒出方法
- 交流收集
- 垃圾的不洁丢弃
- 粪便的淘取
- 自家修整技术等资源化(资源化)
- 企业排出的垃圾
- 动物死尸的处理

调布市南口事务所

调布市布田 4-20-2
调布 NK 大厦 2 楼
电话 042-481-7811 (庶务系)
电话 042-481-7812 (课务系)
传真 042-481-7814

【主要业务】

- 垃圾减量和再生利用
- 调布市指定收集袋的处理
- 资源物地区集体回收
- 生活垃圾处理补助金
- 垃圾的倒出方法

调布市利再来留(再生利用)馆

调布市富士见町3-2-1
(中央汽车道高架下)

【主要业务】

- 大件垃圾再生品的展示・出售

gomita@w2.city.chofu.tokyo.jp

调布市环境部垃圾对策课
2019年3月发行

















家庭垃圾的倒出方法

垃圾・资源物请在**当天早上8点之前**日倒出。

收集时间根据当天情况可能变化。

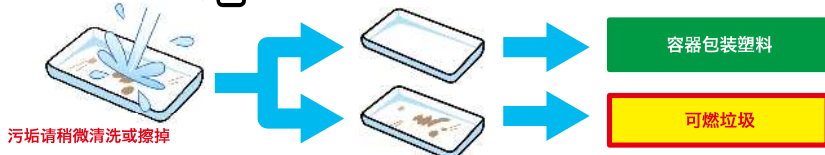
可燃垃圾・不燃垃圾请利用市指定收集袋倒出。

种类	收集	垃圾种类（代表例）	倒出方法	倒出方法的注意点
可燃垃圾	周2次	○厨余垃圾・贝壳 ○橡胶制品 ○皮革制品 ○鞋子 ○包（布・皮等） ○帽子 ○ 污垢无法清除的 容器包装塑料 ○一次性取暖炉 ○卫生用品 ○尿布（排泄物清除后） ※ 免费收集。请浏览封面。 ○树枝、草、叶 ※ 浏览右边的倒出方法和倒出方法注意点。 ○纸屑类（感热纸、碳棒纸等）	装入指定收集袋（橘色）  免费收集 【树枝】 请用绳子捆好，在可燃垃圾的收集日倒出。 【草・叶】 请放入透明或半透明的袋子里，在可燃垃圾的收集日倒出。	■ 生鲜垃圾请 冷藏干燥 后倒出。 ■ 乌鸦等骚扰较多时，也可将指定收集袋装入塑料桶等倒出。 【树枝】 ■ 请将长度控制在 不满40cm ，按直径 30cm左右 捆好倒出。 ■ 树枝的粗细在 8cm以上时不能收集 。 ■ 一次收集 最多5捆 。大量倒出时，请分多次倒出。 【草・叶】 ■ 一次收集最多 200升（相当于45升的袋子大约4袋） 。大量倒出时，请分多次倒出。 ■ 请不要将其他东西混在一起 。发现混入异物时不予收集。
	隔周	○金属制品（锅・平底锅・铝箔等） ○陶瓷器（碟子、碗等） ○玻璃制品（镜子、灯泡等） ○不属于“容器”或“包装”的塑料制品（玩具、轻便服、水桶等） ○聚氨酯 ○海绵 ○吸管 ○人偶・布娃娃 ○小型家电产品 ○刀具・易碎品（用纸或布包好，袋子上注明“危险”）	装入指定收集袋（蓝色） 	■ 菜刀、破碎的杯子、餐具等，用 报纸或布包好 ，再将写有“危险”的纸条贴在指定的收集袋上，以免发生危险。 ■ 煤气灶、卡式炉会引发火灾。煤气灶、卡式炉、炉子（石油、煤气）等带有 发火装置 的物品， 无论大小都按大件垃圾倒出 。
有害垃圾	隔周	○含有水银的物品（使用水银的废弃制品） （荧光灯、干电池、纽扣电池、体温计、血压计等） ○有引火可能性的物品（煤气罐、喷雾罐、打火机） ○移动电池 ※ 电子烟（含加热式香烟） ※ 对手机、平板电脑等充电的便携式充电器	不装入袋子 ， 装入篮子与桶等容器 	■ 与 不燃垃圾 的收集日相同，但请务必与 不燃垃圾 分别倒出。 ■ 荧光灯等使用水银的废弃制品请放入购买的盒子或箱子里，避免破损。 ■ 喷雾罐请将 内装物用尽 后倒出。 ■ 非常危险， 绝对不可开封 。请使用排气瓶盖去排气。请到 室外 排气。 ■ 内容物用不完时， 请不要勉强取出 ，贴上写有“有内容物”的纸条后再倒出。
容器包装塑料	周1次	有塑料标识的塑料制“容器”与“包装” ○袋子（小吃、拉面、塑料袋） ○发泡苯乙烯、托盘、缓冲剂（气泡型） ○包装盒・杯（杯类、便利店当容器） ○网咯（桶子等） ○塑料瓶盖・标签	装入透明或半透明的袋子 	■ 塑料制的商品本体（玩具、水桶等）不属于对象。 ■ 食物等污垢请清洗掉或擦掉后再倒出。污垢无法清除的物品请倒至 可燃垃圾 。 ■ 不留有内容物、表面油呈膜状残留时作为“容器包装塑料”倒出。
废纸・废布	周1次	○报纸 ○杂志、书籍	请用绳子捆好 	■ 废纸在雨天也予以收集。 ■ 报纸有销售店回收时，请予以利用。 ■ 不要将报纸与瓦楞纸箱放在一起，请分别倒出。 ■ 碎纸机垃圾在瓶类收集日免费收集。 ■ 下列物品不能成为资源，请作为可燃垃圾倒出。
	周1次	○瓦楞纸箱	请用绳子捆好 	
	周1次	○杂纸（点心盒・明信片・信封・记录纸・复印纸・传单・商品包装纸、纸袋等、 名片尺寸以上的纸张 ） ○牛奶盒（饮料用纸盒） ※ 内侧为银色的纸盒 在家庭中丢弃时请按照 不燃垃圾 倒出。	折叠后装入纸袋、或夹在传单等之间 	<div>感热纸、碳棒纸、照片、纸杯、洗衣粉盒、污垢严重的纸、沾油的纸、贴纸、鞋垫和包的填充物纸等</div>
	周2次	○衣物 ○毛巾 ○毛毯（电热毯为大件垃圾） ○床单 ○窗帘（五金扣件请取下）	装入透明或半透明的袋子 	■ 旧布请勿在雨天倒出。 ■ 衣物的纽扣、拉链等可保留。
瓶	周1次	○饮料用・食用瓶（酒・果汁・佐料等瓶） ※ 不必去除标签	不装入袋子，装入篮子与桶等容器 	■ 请用水将瓶中略涮洗后倒出。 ■ 塑料制的（盖子）作为塑料、金属的（盖子）作为 不燃垃圾 倒出。 ■ 化粧瓶・涂料罐等饮料用・食用以外的瓶与罐，不属于其对象。⇒请作为 不燃垃圾 倒出。 ■ 塑料瓶请尽量压扁。 ■ 塑料瓶的标签和瓶盖请剥下后作为容器包装塑料倒出。
罐	周1次	○饮料用・食用罐（啤酒・果汁・佐料・点心等罐） ※ 不必将罐压扁。		
塑料瓶	隔周	有该标识的物品（饮料用・食用果汁・茶・佐料等塑料瓶） 		
碎纸机垃圾	周1次	○碎纸机垃圾 	放入透明或半透明的袋中 在 瓶类收集日 倒出	■ 一次收集最多 90升（相当于45升的袋子2袋） 。 ■ 请不要把其他东西混在一起。如果发现混入异物将不予收集。
大件垃圾	申请	○家电化产品、自行车、冷暖设备、冷暖器具、柜子、书桌等最大边长40厘米以上 ○即使最大边长不满40cm，但普通收集比较困难的物品（炉子、卡式炉等带有着火装置的物品）	■ 请打电话或网上申请（处理要收费）。 大型垃圾受理中心 电话 03-5296-7600 网上： http://sodai.tokyokankyo.or.jp/	详情请浏览封面。

收集日请在居住地区的「垃圾再生利用台历」中确认

污垢无法清除的容器包装塑料作为可燃垃圾倒出

污垢无法清除的容器包装塑料作为**可燃垃圾**倒出。



- 托盘和塑料袋等容器包装塑料上附着的食物、泥沙等污垢请稍微清洗或擦掉。污垢可清除的物品作为容器包装塑料倒出，污垢无法清除的物品作为可燃垃圾倒出。
- 不留有内容物、表面油呈膜状残留时作为“容器包装塑料”倒出。请稍微晾干后再倒出。