

Resident Guide for the University of Osaka Staff Housing

Housing Management Section,
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The University of Osaka

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◇ Please read this document when moving into a staff
housing.

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◇ Introduction

This “Resident Guide for the University of Osaka Staff Staff housing” summarizes the matters that should be known by residents of the staff housing.

- ⊙ A staff housing is a place where a large number of people live together. In order to ensure that all of their lives are comfortable, it is necessary to obey a certain number of rules.
- ⊙ The University of Osaka is also working within the scope of the limited budget available to maintain and improve the staff housing, so we ask that the residents also give consideration to the creation of a good environment each day.
- ⊙ Please contact the manager if you notice anything about the environment, facilities or equipment of the staff housing.

Department of Finance, Housing Management Section,
The University of Osaka

◇ Moving into a staff housing

1. About the staff housing

(1) Purpose of staff housing establishment

- The staff housing were established to supply housing to staff in order to improve the work performance of the University of Osaka staff and for the smooth operation of the business of the University.

(2) Staff housing maintenance and management

- The staff housing offered to the residents are staff housing owned by the University of Osaka. They are not lent with the agreement of a lease contract. The maintenance and management of these staff housing is performed by the Department of Finance, Housing Management Section.
- The “staff housing manager” is the person directly performing the management work for each staff housing. The instructions of the manager should be handled as the instructions of the Department of Finance, Housing Management Section, so please obey them.

(3) Staff housing fees (including car parking fees)

- The staff housing fees are deducted from salary as monthly usage fees.
- If a change is to be made to the staff housing fees due to a revision of regulations or any other reason, notification will be given first and then the usage fees after the change will be deducted from salary payments.

(4) Vacating the staff housing

- If any of the following items applies to the lessee of the staff housing (the resident), then that resident must vacate the staff housing within no more than 20 days of the date that the item first applies. However, in cases when there is an appropriate reason (a truly unavoidable reason), if the permission of the President is received, then it will be possible to continue to use the staff housing concerned for a period specified by The University of Osaka of up to six months from the day when the item first applied.
 - When the resident stops being an employee of the University of Osaka.
 - When the resident dies.
 - When the qualification or necessity for residing in a staff housing is lost due to reassignment, transfer of work location or other similar reason.
 - When the resident is asked to vacate the staff housing because a higher priority resident has emerged based on necessity for the administration or business operation of the University of Osaka.
 - When the resident is asked to vacate the staff housing because it has become necessary for the University of Osaka to abolish the staff housing.

2. Cautions for the use of the staff housing

(1) Obligations of the resident

- Please use the staff housing that has been lent to you carefully. Always perform the day to day cleaning and maintenance necessary inside the room and be careful when using it.
- When the lessee of the staff housing (the resident) is responsible for any damage or soiling to the staff housing, the resident must make repairs immediately to restore it to its original state. However, this does not apply to damage and soiling caused by normal usage or to damage and soiling caused by fires (except when due to negligence or intentional acts). The obligation to restore the staff housing to its original state not only applies to the parts for exclusive use, but also to the shared parts. (Example: Stairs, balcony handrails, sewer lids, etc.)
- The staff housing are places to be used as a residence for the lessees (residents) and their dependents. Therefore, acts such as the following are not allowed. If no correction is seen, then the resident will be asked to vacate the staff housing.
 - Use as a contact address or mere laboratory.
 - Conducting profit-making activity, or providing the place for such activity.
 - Subleasing to a third party.
 - Cohabiting with persons who are not the lessee or the family of the lessee. If temporary cohabitation with a person becomes unavoidable, then please report this in advance and receive permission.
 - Being absent from the staff housing for an extended period. If you (the official resident) must be away for one month or longer due to work-related travel or other unavoidable reasons, you are required to submit the "Notification of extended absence from staff housing (Form)." This rule applies even if family members continue to live in the staff housing during your absence.
 - Rearing animals. However, the rearing of small fish or small birds is excluded.
- The modification or rearrangement of the staff housing at the convenience of the lessee (resident) without the permission of the University of Osaka is forbidden. However, in cases when this will cause no problem for the maintenance and management of the staff housing, apply in advance and receive permission beforehand. Even in these cases, when departing from the staff housing, it will be necessary for the original state to be restored as the responsibility of the lessee.
 - Refer to Appended table 1 (Possibility of rearrangement [Examples]) on page 8. Please make an inquiry to the Housing Division with any requests or points that are unclear regarding modification or rearrangement.

(2) Cautions when moving in

- Please refrain from carrying in baggage early in the morning or late at night as this is a nuisance to the neighborhood.
- Trucks carrying goods should not enter areas other than the roads. There are items such as water supply pipes, drainage pipes and gas pipes buried near to the building in the open ground that is not a road. There is a risk of damage to these items if trucks enter these areas.
- Use the stairs for the baggage and carry it in from the entryway. There is no elevator equipment.

- Any garbage resulting from a move should be placed in the specified locations at the specified times. Never leave garbage in the corridors or on stairs. The methods for the disposal of large-sized and other garbage will differ depending on the local government of the location of the staff housing. Check the methods before the disposal.
- Please be aware that compensation must be paid if the building or constructions are damaged during a move.

(3) The flow up to occupancy

- The staff housing keys will be handed over on or after the “Date of occupancy” written on the “Staff housing leasing approval (Form 2).” Submit the “Staff housing leasing approval (Form 2)” to the manager to receive keys for the entryway door before moving in. (Occupancy or carrying in baggage before the date of leasing approval is not allowed.)
- The actual move into the staff housing should be completed within ten days of the date of leasing approval.

(4) Procedures to start or stop using utilities, etc.

- The resident should perform the procedures to start or stop the use.
- A chart containing the contact details for the procedures is tied to the entryway door on each unit.
- The procedures for starting or stopping use may require a worker to be accompanied on site. Please follow the details written on the contact details chart.

(5) Repairs to the staff housing

- Repairs to the staff housing are split into repairs carried out at the expense of The University of Osaka and repairs carried out at the expense of the resident.
- Repairs paid for by the University of Osaka
For damage (excluding minor damage) that has resulted from natural disasters, fires (excluding when due to negligence or intentional act), the passage of time (deterioration over time) or any other reason that is not the responsibility of the resident, the repairs will be carried out within the scope of the budget available. Contact the manager promptly regarding any matters related to human life, matters that cause particular problems for day to day life and problems causing damage to the building that require repairs as soon as possible, such as electric leakage, gas leaks (which should be reported to the nearest gas company office immediately) and damaged and leaking water pipes. For any other matters, contact the manager regarding the situation and the cause.
- Repairs paid for by the resident
This is all items other than those listed above. The resident must pay for repairs for the items listed on page 10 in Appended table 2 (The items to be paid for by the resident among the damage resulting from repeated use that requires minor repairs or other measures that are minor) and items similar to these items. In this case, the quality and grade of materials used and the method of execution must be at or above the level on the items originally installed.

(6) Payment of common services fees

- The staff housing contains areas used exclusively by the resident and also areas such as stairs, corridors and greenery that are shared parts and items such as fences that are shared facilities. We ask the residents to perform the day to day maintenance and management of these areas and items and the residents all share the maintenance and management. The amount charged for common services fees is decided separately for each staff housing based on matters such as the scale of the staff housing. The scope of the items paid for by these common services fees is shown in Appended table 3 (Repairs, etc., paid for by common services fees).

3. Conditions for the rental of automobile storage locations (Car park)

Persons wishing to store an automobile within the grounds of the staff housing must receive approval to rent an automobile storage location (car park). Permission is not required for motorcycles or motorized bicycles.

(1) Rental applicants

The rental is limited to the staff housing lessees (residents) and cohabiting family members. If the name of the user that is written on the automobile inspection certificate is a different person, then quickly perform the procedures necessary to change the name on the certificate.

(2) Vehicles that can be stored

- Passenger vehicles (including vehicles for passengers and freight) owned by the lessee (or cohabiting family).
- When the vehicle stored is to be changed such as when a replacement is purchased, the storage location should be vacated and then a new application should be made. Continued use is not possible.
- Only one vehicle will be allowed per unit.

(3) Approval procedures

- Notify the manager of the desire to use a storage location for an automobile. (The request will be registered on the list of persons waiting in order for an automobile storage space.)
- The use can start immediately if there is a vacant storage space available. If there are not any spaces available at that time, then notification will be given when the rental becomes possible when a space becomes available based on the order of registration on the list.
- When rental is possible, submit the "Application for staff housing automobile storage location rental (Form 4)" to the manager.
- If there are no car parking spaces available, please store your vehicle in the private car parks around the staff housing area, etc. If vehicles are placed on the paths of the staff housing or in any other place not specified for storage, then this not only hinders fire-fighting and disaster prevention activities, it is also a nuisance for the other residents, such as because garbage cannot be collected because the garbage collection vehicles cannot enter the site.

- When permission has been granted for the rental of a storage location, display the “Car park permit” in an easily visible position inside the vehicle and place the vehicle in the storage location specified.
- When vacating an automobile storage location, enter the details on the “Notification of vacation of automobile storage location (Form 5)” and submit it to the manager.
- If a parking space certificate is necessary, enter the storage location and the name and address of the user on the “(Automobile) storage location usage approval certificate” (Form) and submit it to the Department of Finance, Housing Management Section.
- When the main area of use of a vehicle is changed, the rules of the Road Transport Vehicle Act stipulate that it is necessary to perform procedures to change the vehicle registration number. Unless there is a justifiable reason, it is not possible to park a vehicle with a number plate from a different prefecture within the staff housing car park.

Appended table 1 (Possibility of rearrangement [Examples])

Item	Situation of rearrangement	Possibility	Permission procedures	Measures when departing from the residence
Window glass	Cutting or removal for the installation of a ventilation fan	Possible	Not necessary	Restoration to original state
Mosquito screen	Installation of mosquito screen in predetermined position or with window put to one side	Possible	Not necessary	Restoration to original state
Walls and handrails	Repainting walls with the same color system and derusting and repainting handrails	Possible	Not necessary	Not necessary
Closets	Installation of shelves	Possible	Not necessary	Restoration to original state
Shelving inside the room	Attachment of triangular shelves or shelves using shelf rests	Not possible		
Extra installation of hanging shelves in the kitchen	Installation by nailing to lintel, etc.	Not possible		
Tiles	Attachment or reattachment of ceramic tiles	Possible	Necessary	Restoration to original state
Balcony	Placement of storage box	Not possible		
Balcony handrail	Attachment of clean vinyl board with wire, etc.	Possible	Not necessary	Restoration to original state
Extension of telephone line	Extension of a telephone line for an installation in a location not close to the modular jack	Possible	Not necessary	Restoration to original state
Ventilation fan	Installation at a location other than the predetermined position in the kitchen	Possible	Not necessary	Restoration to original state
Television antenna line	Use of staples for fixing to the upper surface of the lintel or the side of a column	Possible	Not necessary	Restoration to original state
Cable LAN wire	Drawing a line into the room by using the existing through holes	Possible	Not necessary	Restoration to original state
Intercom	Installation involving the wiring of a cord through a hole above the entryway door	Possible	Not necessary	Restoration to original state
Electrical outlets	Increasing facilities from the existing wiring on the electrical distribution boards of each unit	Possible	Necessary	Restoration to original state
Air conditioner	Installation using wooden frame or supporting	Possible	Necessary	Restoration to original state

Item	Situation of rearrangement	Possibility	Permission procedures	Measures when departing from the residence
	columns on the wall			
Water heater	Installation in the predetermined position	Possible	Not necessary	Restoration to original state
Increasing the number of towel hangers	Installation in washroom or toilet	Possible	Not necessary	Restoration to original state
Gas cock	Installation in kitchen or tatami room involving branching and extension from the gas pipe	Possible	Necessary	Restoration to original state
Shower	Installation at a location other than the predetermined position in the bathroom	Possible	Necessary	Restoration to original state
Bathtub and bath boiler	Replacement of bathtub and bath boiler with a higher quality item	Possible	Necessary	Not necessary

Appended table 2 (The items to be paid for by the resident among the damage resulting from repeated use that requires minor repairs or other measures that are minor) <<Examples>>

(1) Parts for exclusive use

Section	Contents of repairs, etc.
Entryway	(1) Repair or adjustment of the entryway door, door closer, or floor boards.
	(2) Painting or repairs on the inside walls (including the ceiling)
	(3) Repair or replacement of the lock, door chime (bell), shoe cupboard doors, hinges, door rollers, handles, door pulls, shelves, magnetic catches, roller catches, room name plate, mail box, or lever stopper
Kitchen Dining room	(1) Repairs to the sink, gas cooker, wall cupboards, draining board, or floor boards
	(2) Painting or repairs on the inside walls (including the ceiling)
	(3) Repair or replacement of the water faucets, sink trap bowl, drainage perforated plate, gas cock, pegboard, ventilating fan opening/closing mechanism or lock, curtain rail, shelves, or ventilation hood
	(4) Ventilation fans are not installed as standard in the staff housing. Residents requiring a ventilation fan should install one at their own expense and then remove it when departing from the staff housing.
Bathroom Washroom	(1) Repairs to the bath boiler, bathtub, washstand or SP trap, dressing case, vanity mirror, ventilator pipe, washing machine waterproofing pan, ventilating fan, or floor boards
	(2) Painting or repairs on the inside walls (including the ceiling)
	(3) Repair or replacement of the accessories to the washstand, bathtub, or bath boiler (such as plug and chain, duck board, drain trap bowl, drainage perforated plate, shower head, gas cock, bath boiler parts, chimney accessories, circulation pipe, water faucet, towel hanger, curtain rail, etc.)
Living room	(1) Repairs to the paper screen sliding doors or papered sliding doors (including one-sided papered doors), flush doors (hinged doors), glass doors, or floor boards
	(2) Painting or repairs on the inside walls (including the ceiling)
	(3) Replacement of papered door paper (including on one-sided papered doors), replacement of wallpaper (including cloth attachment), refacing of tatami mats, reversing the tatami mat surface, replacement or adjustment of door pulls, door rollers or other fitting accessories, glass replacement, putty refilling, replacement of curtain rail, or gas cock
	(4) Window mosquito screens are not installed as standard in the staff housing. Residents requiring a mosquito screen should install one at their own expense and then remove it when departing from the staff housing.
Toilet	(1) Repairs to the toilet, wash basin or SP trap
	(2) Painting or repairs on the inside walls (including the ceiling)
	(3) Replacement or adjustment of the flush valve, low tank or high tank parts, toilet paper holder, towel hanger, door hinges, lock, toilet lid, hinge, or water faucet

Section	Contents of repairs, etc.
Electrical equipment	(1) Repair, adjustment or replacement of the various switches, plates, outlets, globes, sockets, cord hanging hooks, or support fittings
	(2) There are no lighting appliances installed in the living areas. The resident should install these at the resident's expense and then remove them when departing from the staff housing.
	(3) Replacement of electric bulbs (including fluorescent lamp bulbs and LED bulbs)
Others	(1) Repairs to the clothes drying frame, fence, or balcony partitioning boards
	(2) Inspection or replacement of the water pipe heat insulation windings or the various apparatus
	(3) In addition to the examples given above, minor repairs and part replacements related to the equipment items

(Note) Please be aware that even in cases where the work is not minor, the resident may be asked to pay for the repairs or replacement in the case of repairs to damage due to the freezing of water pipes, the replacement of a bath boiler or bathtub due to bath heating without water and for any other damage resulting from carelessness or insufficient management by the resident.

(2) Shared areas

Section	Contents of repairs, etc.
Shared	(1) Repairs and replacements equivalent to those in the parts for exclusive use for the meeting place, shared storage boxes, bicycle storage, shared electrical equipment, and shared water supply and drainage equipment
	(2) Repairs to stairs slip prevention, collective mail box, notice boards, or guide boards
	(3) Repair or replacement of community television antennas, antenna lines and parts
	(4) Repairs to block flower beds and fences, etc.
	(5) Maintenance and management of lawns and trees
	(6) Repairs to car stoppers and traffic signs
	(7) Repairs to drainage catch-basin lids
	(8) In addition to the examples given above, minor repairs and part replacements similar to those above

(Note) Please ask the manager in cases when it is unclear whether the work should be at the expense of The University of Osaka or the resident. Notify the manager whenever there are repairs to be paid for by The University of Osaka. However, please be aware that even if a repair is one that is to be paid for by The University of Osaka, the resident may be responsible for the payment if the application is made after the repair work has been implemented. The materials used when a resident conducts repairs or replacements and the method for the work must be of equivalent or better quality than on the original.

Appended table 3 (Expenses to be paid from the common services fees of the residents' association)

No.	Item	Details	Notes
1	Electricity charges, etc., for shared areas	The electricity charges for water supply facilities and wastewater facilities, the fees for electric lights on the outside lights, stairs lights, etc., and the repairs expenses for damage and burnt out bulbs on the outside lights, stairs lights, etc.	For crime prevention, always ensure that the outside lights and stair entrance lights are continually lit after sunset.
2	Shared water bills	Waterworks charges for the shared outdoor water faucets, etc.	The shared meter will be read at the same time as the parent meter and the fee for the shared area water use will be calculated
3	Maintenance and management charges for the bicycle storage	Expenses for bicycle storage cleaning and repairs	Cleaning and clearing away of unwanted bicycles
4	Expenses for the maintenance of flower beds and trees	Expenses for the maintenance of the flower beds and the watering, pruning, pest control, and fertilization for trees	The sprinkling of an appropriate amount of water on the flower beds and tree roots after a continuous period of fine weather Repairs when the supports for trees are rotten The pruning of trees is to be performed around once per year If insect pests occur, extermination after consultation with a specialist company
5	Expenses for any cleaning of the common facilities and shared areas not listed above	Expenses for cleaning, weed removal, and repairs on stairs, shared water faucets, roads, gutters, open spaces and other guide boards and fences, etc.	In particular, erase the graffiti on the stairs Repairs to simple damage such as the loosening of nets on fences
6	Other expenses judged to be necessary for the common convenience of the residents	Residents' association expenses, event expenses, and administrative expenses, etc.	

◇ Living in the staff housing

1. Conventions for life in collective housing

- The staff housing is a collective residence where the accommodation units are separated from the accommodation above and below and to the left and right by concrete walls. For this reason, life in the staff housing requires different consideration to life in detached houses. If all of the residents are considerate of each other each day, then living in collective housing can also be comfortable. However, neglecting to do this can be a cause of disputes and result in the residents feeling uncomfortable with each other.
- If a dispute occurs, we ask that the persons involved negotiate a solution. In order to avoid such a situation, giving sufficient consideration to the following points can make it possible to prevent disputes before they arise.
- The University of Osaka will have no involvement in disputes between residents. The individuals involved should find a solution themselves. If no solution can be found, then please be aware that we may ask the persons to depart from the staff housing as persons who do not comply with the rules of communal living.

(1) Noise - Life noise to be wary of -

- Concrete walls are unexpectedly sensitive to noise. The structure of collective housing makes it unavoidable that sounds such as the opening and closing of doors and the flushing of toilets will be heard to some extent. It is essential that the residents have a certain level of tolerance for the life noises of others. However, it is also true that complaints and disputes about noise are common.
- The following is a list of items we would like you to be careful of each day.
 - Be careful that the sound volume on items such as televisions, stereos, and pianos is not too loud.
 - When the surroundings become quiet from late at night to early morning, even small sounds such as hitting a wooden floor with hard items can be heard in the floor below. Households with small children should take steps such as covering the floor with a carpet.
 - Please also be careful late at night when opening and closing doors and going up and down the stairs.

(2) Water - Be careful about water leaking to the floor below -

- Despite its appearance, concrete easily allows water to flow through it. In the staff housing, waterproofing treatment has only been performed on the bathrooms. It is not possible to use water when cleaning the floor of the balcony, toilet, entryway, washroom, or living room. If carelessness results in water leaking to the floor below, then in addition to causing trouble for the residents below, it may also result in a large expense for you, such as for repairs to the ceiling and tatami and as compensation for damage to furniture or clothes.
- The following are frequently occurring water leak accidents. If other residents suffer damage from a water leak caused by carelessness, then the individuals involved should perform the procedures for the compensation for the damage.

- The water supply or drain hose on a washing machine came loose.
- Too much water was given to pot plants, etc., on a balcony.
- A water faucet was left open when the water supply was suspended.
- A window was left open during a typhoon, etc.
- The drainage hose (drain pipe) on an air conditioner did not reach the drain on the balcony.
- The bathroom drain was blocked and the water overflowed.

(3) Dirty water and drain water - Blocked drainage pipes cause problems for all the floors -

- The structure of collective housing means that the dirty water and waste water pipes are joined together for all the units above and below each other. If the drainage pipe becomes blocked, then dirty water will not just overflow in the unit concerned, but also in other accommodation units. The result of this is a large amount of effort and expense for cleaning and repairs. Please be aware that the person who caused the blockage may be asked to pay for that expense.
- Be particularly careful of the following.
 - Do not throw away items such as deep frying oil or vegetable scraps in the sink. The installation of a garbage disposal unit (a garbage grinder) is prohibited.
 - Do not flush items that are insoluble in water down the toilet, such as paper diapers or sanitary products. (Tissues do not dissolve in water either.)
 - Keep the drain holes in the bathroom and sinks clean at all times. Never remove the perforated plate on the drain holes except when cleaning it.

(4) Balcony - An escape route for emergencies -

- When using the balcony, be careful not to damage its function as an escape route during emergencies. Also, on balconies that have an escape ladder fitted, do not place anything above or below the ladder.
- Smoking on the balcony is prohibited. The odor of tobacco may flow into neighboring units and be extremely unpleasant for other residents.

(5) Shared facilities - Everybody should use them cleanly and carefully -

- Garbage collection point
 - Put the garbage out in the correct place at the correct time. A rota should be decided so that the cleaning after the collection of garbage is performed by all the users.
- Areas around the staff housing
 - The area around the staff housing is the shared entryway into the staff housing. The residents should cooperate to perform cleaning and weed removal and the maintenance of the flower beds and trees.

2. Cooperation in crime prevention, disaster prevention and fire-fighting training

(1) Crime prevention

There has been an increase in recent years in the number of crimes in staff housing such as burglary, molestation and extortion. One reason for this is that the concrete and solid doors of the staff housing give a feeling of reassurance that it is isolated from the outside world and residents unconsciously let down their guard and forget to lock up. It is easy to get into the staff housing rooms from the outside. Even if only going out for a short time, be cautious and lock up. Also remember to lock the window out to the balcony. The unfortunate side of the isolation of the staff housing from the outside world is that the discovery of any crimes that do occur inside tends to be delayed. Make effective use of the door chain and peephole on the entrance door. There have also been cases of deviants interfering with children and thefts of underwear. If suspicious persons are seen loitering nearby, then share the information with neighbors and pay attention. (Tackling the issue alone is dangerous.) Another effective measure against burglary when leaving the accommodation empty for a few days is to ask neighbors to look after newspapers and mail so that they do not remain in the mail box. This is another reason why interacting with neighbors on a day to day basis is important. You should cooperate together to improve the effectiveness against crimes.

(2) Disaster prevention - Fires, earthquakes and typhoons -

- Fires
 - Be sufficiently careful to avoid the occurrence of fires. It is important to perform fire prevention on a day to day basis, for example, with the implementation of fire-fighting training at least once per year by the residents' association, etc.
 - Fire alarms have been installed in the rooms.
 - If a fire occurs, telephone 119 to report it immediately.
- Evacuation
 - If danger is felt, protect the weak residents such as children in a safe place and also evacuate quickly.
- Initial fire fighting
 - If the fire has been caused by oil, then cover it with a mattress or similar to shut off the air and then put water on it. The fire extinguisher installed in the staff housing would also be effective.
 - For fires occurring from electrical appliances or electric wires, turn off the breaker before extinguishing the fire.
 - For fires occurring from gas appliances, shut off the gas at the mains before extinguishing the fire.
- If a fire occurs nearby
 - In the case of steel reinforced concrete buildings, each unit forms a fire-resistant structure, so the fire is unlikely to spread. If there are any flammable objects on the balcony then tidy them away indoors and then close the windows and entrance door to prevent the intrusion of flames or smoke into the room. The board partitioning the balcony from the neighboring unit can be broken by pressing it strongly and this becomes an escape route for emergencies. Do not place storage boxes there or pile up empty boxes, etc.

- Fire extinguishers have been placed on the stairs in preparation for emergencies, but residents should also keep fire extinguishers for home use close at hand.
- If the fire is on a higher level, then the leakage of water may occur due to the water discharged to extinguish the fire. Prepare a plastic sheet and try to protect your furniture.
- Earthquakes
 - Even buildings made from steel reinforced concrete will shake considerably in an earthquake.
 - If a large earthquake occurs, extinguish any sources of fire and protect yourself from any cabinets that may fall over and any items that may fall from shelves. The damage suffered can be reduced by implementing measures so that furniture will not fall over.
 - It is important to behave calmly.
- Typhoons
 - Items that are carried by strong winds may break window glass and rain water may be blown in.
- Take the following precautions before a typhoon.
 - Bring any empty boxes, etc., from the balcony into the room before the wind grows strong. Also secure the clothes drying equipment.
 - If there is garbage blocking the drainage hole on the balcony, then the drainage will worsen and may cause flooding in the room or in the room below. Be particularly careful of this and perform cleaning.
 - It is convenient to prepare drinking water drawn for emergencies, water stored in the bathtub for miscellaneous use, plastic sheets and bags, metal wire, a flashlight, and a portable radio.
 - If going outdoors when there is violent rain and wind, the rain may blow inside and wet the tatami and water may leak to the floor below, so be particularly careful to close doors and plug the gaps between the windows and window frames.

(3) Cooperation with fire-fighting training

- The staff housing listed below are the subject of fire prevention and it is necessary to implement fire-fighting training annually.
 - Staff housing affected: Toyonaka-higashi Staff housing, Midorigaoka Staff housing,
- The fire-fighting training will be performed as comprehensive training, so we ask for the cooperation and participation of all of the residents when the training is implemented.
 - The main contents of the training are: (1) Fire extinguishing training, (2) Reporting training, (3) Evacuation training

(4) Requests to prevent danger

- It is dangerous to enter into construction work sites.
 - Construction work is sometimes carried out at the staff housing, such as repairs to preserve the staff housing.
 - We realize that the residents may be inconvenienced with noise, dust or the construction vehicles during these periods of construction work. However, the work is performed to improve the staff housing environment, so we ask for your understanding and cooperation.

- Entering into the construction work sites is extremely dangerous because of the materials contained and the coming in and out of vehicles, so be particularly cautious. Do not enter the site or allow children to play close to the site.
- Do not allow children to enter into dangerous facilities.
 - The housing complex contains various facilities necessary for your daily life such as water receiving tanks, elevated water tanks, pump rooms, and power receiving rooms. The entry of unauthorized personnel into these facilities is prohibited.
 - Be particularly careful that children do not enter these facilities.
- Please do not perform any unauthorized alteration of the facilities or equipment in the housing complex.
 - The housing complex contains various facilities and equipment. If the residents perform work on these facilities or equipment without permission, then even if the intention was good, there is still a risk that other people may be put at risk by the changes or incomplete repairs performed on the judgment of the individual.
 - If you find that any of the facilities or equipment in the housing complex are broken or in a dangerous state, then contact the manager immediately and follow the instructions given.

◇ Departing from the staff housing

1. Procedures when departing from the accommodation

When a staff housing lessee is reassigned or retires, the lessee should vacate the staff housing within 20 days of that day.

(1) Notice of departure

When departing from the staff housing, notify the manager no less than ten days before the planned date of departure.

(2) Submission of notification of departure from the staff housing

Enter the required items on the “Notification of departure from the staff housing (Form 3)” and submit it to the manager no less than five days before the intended date of departure.

(3) Inspection of restoration to original state - Meeting regarding date of inspection

When submitting the “Notification of departure from the staff housing (Form 3)” to the manager, discuss the date for the inspection of the restoration to the original state with the manager.

(4) Inspection of restoration to original state

- After the baggage to be moved has been carried out, the manager will implement the inspection with the departing resident present.
- Inform the manager if an inspection before the carrying out of the baggage is desired due to reasons such as the situation of the relocation destination.

(5) Regarding restoration to the original state

- When departing from the staff housing, there is an obligation to return it to its original state, including by repairing any contamination or damage that occurred during the occupancy on the internal walls, papered doors or tatami mats and by removing any equipment that was installed at the expense of the resident.
- In the inspection of the restoration to the original state, the manager will take the standpoint of the next person to enter the accommodation and will inspect the accommodation and give instructions on the points to be restored to their original state based on the “Criteria for implementing measures when departing from a staff housing (for restoration to original state)” and the “Check sheet for when departing from a staff housing.” The departing resident must restore the points instructed by the manager to their original state at the expense of the departing resident. When the restoration to the original state has been completed, a repeat check of the restoration to the original state must be performed by the manager in the presence of the departing resident.

(6) Points to be restored to their original state that are discovered after the departure

If new points that must be restored to their original state are discovered after the resident has departed, then additional instructions on restoration to the original state may be given.

(7) Submission of notification of departure from the staff housing

When the inspection of the restoration to the original state has been completed, the manager will stamp a confirmation stamp on the “Notification of departure from the staff housing (Form 3)” and hand over a copy of the document. Please keep this copy safe. The manager will submit the notification of departure to the Department of Finance, Housing Management Section.

(8) About the date of departure

- The date of departure is the point at which the restoration to the original state as described above has been completed, the manager has performed the inspection of the restoration to the original state and the checks have been completed (the time when the staff housing keys are returned). Therefore, the date that the resident moves out is not the same as the date of departure. (The staff housing usage fees must be paid up to the date of departure.)
- Please be aware that in cases when the restoration to the original state takes some time, the staff housing usage fees will also be collected for that period.

(9) Automobile storage locations (Car park)

Persons who are renting a location for automobile storage should submit the “Notification of vacation of automobile storage location (Form 5)” to the manager.

(10) Handling after rearrangement

- Persons who have performed a rearrangement of the staff housing during the occupancy must restore it to its original state before departing. Please inform the manager of the points that have been rearranged, etc., at the time of the inspection of the restoration to the original state.

(11) Cautions for when departing from the staff housing

- When departing from the staff housing, be aware of the following in addition to the restoration to the original state described above.
- Any ventilation fans, water boilers, mosquito screens, or interior lighting appliances that the departing resident has installed must be removed, carried out and disposed of by the departing resident.
- All nails and thumbtacks, etc., must also be removed cleanly.
- Sufficiently clean the inside and outside of the staff housing. In particular, carefully clean the kitchen, window glass, bathroom, and toilet. Dispose of any unnecessary items and do not leave any personal items within the staff housing.
- Be sure to settle the fees for electricity, gas and waterworks usage.
- Perform the procedures for the relocation of a resident card at the city office and inform the post office of your change of address.
- When finally moving out, the departing resident should personally check any sources of fire and that the accommodation is locked, should always lock the entryway door and then should return the keys and the accessory items handed over when entering the staff housing to the manager.

2. Criteria for implementing measures when departing from a staff housing (for restoration to original state)

Section	Item	Scope of restoration to the original state	Outline
Including the walls and ceiling	Fouling with finger marks, etc.	Paint that entire surface.	(1) Select the paint to suit the wall quality and use a color that is similar to the original color. (2) On walls that have wallpaper on them, if repairs are judged to be necessary, then the wall must be repapered.
	Fouling due to finger marks around the switches and electrical outlets, etc.	Clean the part that is dirty and if the fouling is not restored by the cleaning, then paint that entire surface.	
	Fouling due to oil, etc., around the gas cooker	Completely wipe off the oil or other dirt and restore the area to its original state. However, if the part where the oil is wiped off remains obvious, then paint that entire surface.	
	Fouling and damage such as holes opened up	Repair the hole and then paint it. However, if the painted part remains obvious, then paint that entire surface.	
	Fouling due to condensation	Clean the fouled parts of the living room and completely wipe off any moisture with a dry cloth. If the part is unsightly, then paint that entire surface. In the bathroom, use a sponge and wash off anything attached to the walls and then wipe off any moisture with a dry cloth. If the part is unsightly, then paint that entire surface.	(1) This is in cases when the condensation occurred because the obligation of care as a good manager was neglected. (2) If an interior wall cannot be painted, such as when it is printed plywood, then wallpaper that is similar to the surrounding patterns should be applied.
Papered doors	Tearing of paper on papered doors	If the same paper or similar paper is found, then just repaper that papered door. If the same or similar paper is not found, then repaper all the paired items.	The paper used should be equivalent to that originally used.
	Fouling with finger marks, etc.	If the fouling is unsightly and obvious, then repaper as above. (Including when discolored due to the sun.)	
	Breaking of ornamental frames or internal lattice (including paper screen doors)	Replace the broken or damaged parts. If the damage is particularly bad, then replace the papered door (paper screen) itself.	

Section	Item	Scope of restoration to the original state	Outline
Tatami mats	Fouling and damage on the surface of the tatami mats	Except in the case of natural wear and tear, replace the tatami surface with a new one.	If there is noticeable damage to the inner part of a tatami mat due to carelessness, etc., then the inner part must also be replaced.
Entryway key	When a key lent when moving in to the staff housing has been lost	Replace the key. In the case of a cylinder lock, replace the entire cylinder.	Please contact the manager immediately in terms of crime prevention.
Others	Fouling and damage that is the responsibility of the resident that is not included in the items above	Restore to the original state according to the instruction of the manager or the Housing Division.	(Examples) • Repairs to one-sided papered doors • Repairs, etc., to glass doors

3. Check sheet for when departing from a staff housing

Item	Inspection points
Entryway and corridors	○ Keys ○ Door ○ Door chain ○ Handles ○ Hinges ○ Door closer ○ Room name plate ○ Door stopper ○ Mail box ○ Shoe cupboard ○ Cupboard ○ Shelves ○ Magnetic catches ○ Roller catches ○ Hat rack ○ Wall and ceiling wallpaper ○ Flooring
Kitchen and living rooms	○ Sink (including shelves) ○ Gas cooker stand (including shelves) ○ Wall cupboards ○ Draining board ○ Sink splash cover ○ Mixing faucet ○ Gas cock ○ Sink drain trap (basket for raw waste) ○ Ventilation hood ○ Wall tiles ○ Water heater remote control ○ Cover on emergency bell push button ○ Ventilation grill ○ Flooring ○ Wall and ceiling wallpaper ○ Internal doors ○ Curtain rails
Bathroom and washroom	○ Bathtub ○ Plug and chain ○ Bath boiler and accessories ○ Mixing faucet ○ Bath remote control ○ Shower fittings and hook ○ Washing area floor ○ Washstand unit ○ Doors ○ Washing machine waterproofing pan ○ Towel hanger ○ Waterproofing traps (Bathroom, washstand, waterproofing pan) ○ Washroom floor ○ Hinges ○ Walls and ceiling (Bathroom unit and wallpaper on the washroom wall)
Toilet	○ Toilet (both toilet seat and lid) ○ Low tank ○ Door ○ Hinges ○ Flushing lever and metal fittings inside low tank (Does the water stop after flushing?) ○ Towel hanger ○ Toilet paper holder ○ Floor
Living room	○ Wall and ceiling wallpaper ○ Flooring ○ Gas cock ○ Window handrail ○ Tatami mats ○ Curtain rails
Fittings	○ Papered doors, papered doors on storage space above closets, one-sided papered doors ○ Windows (Aluminum sash and glass) ○ Accessories to fittings such as door rollers ○ Handles and door pulls
Electrical and communications equipment	○ Lighting equipment ○ Various switches ○ Electrical outlets ○ Ceiling outlet ○ Plates ○ Ventilation fans ○ Intercom ○ Television antenna terminal ○ Telephone modular jack
Others	○ Air conditioner piping (Sleeve cap) ○ Television antenna line (wall sleeve cap) ○ Balcony floor (waterproofing layer) ○ Procedures to stop the use of electricity, gas and water
Notes	Before receiving an inspection by the staff housing manager, the resident should use this table to perform an inspection and then repair any dirty or damaged parts found.

◇ Equipment in the staff housing

1. Equipment for exclusive use

(1) Entryway

- Steel door
 - The steel door on the entryway plays an important role in fire prevention. It is large and heavy, so if it is handled roughly, then the hinges can loosen and it can become impossible to lock the door.
 - Keep a hold of the knob (handle) when opening and closing the door.
 - Open the door carefully. If it is opened quickly, then there is a risk of it hitting somebody. When leaving from the inside, open the door slightly and then check outside before opening it fully.
 - It is common to see residences where wood has been trapped between the door and the door frame so that the door stays half open to improve the ventilation in the summer period. However, this disturbs the condition of the door and it may become impossible to adjust it, so please do not do this. Use a door stopper.
- Door peephole and door chain (precautionary chain)
 - The entryway door has a peephole and a door chain for crime prevention. When the door is knocked or the chime is pressed, check the person through the peephole before opening the door. The door chain should be put on at all times to protect the safety of the resident.
- Keys
 - The keys for the entrance to the resident's accommodation are lent to the resident together with the accommodation. If a key is lost or stolen, then there is no spare key or master key held at The University of Osaka that can open the resident's accommodation.
Please be sufficiently careful in the storage and handling of keys.
Attaching a tag to the key that shows the room number or resident's name is dangerous in terms of crime prevention if the key is lost, so do not do this.
 - Insert the key firmly all the way before turning it. Any forced operation may result in the key being bent or the cylinder lock being broken. Also, putting oil in the keyhole can lead to oil and dust hardening inside the cylinder lock and causing failure, so do not do this.
 - There have been examples when children have put items such as sand in the keyhole as a prank and this has resulted in failure. In cases such as this, it is extremely difficult to perform repairs, even for specialist companies.
 - If failure of the cylinder is suspected, do not remove it yourself. First contact the manager.
 - If even just one of the keys is lost, then making a duplicate key is dangerous in terms of crime prevention. Please contact the manager immediately. It will be necessary to replace the keys and the entire cylinder lock. In this case, the expenses required for the replacement of the keys and cylinder lock must be paid by the resident. Upon moving out, if the original keys are lost and spare (or duplicate) keys are returned in its place, the resident will be required to pay the full cost for replacing the lock cylinder and all associated keys.

- Room name plate
 - When you have moved into a room, write your name on the name plate. There is a display point on the top of the entryway door, so be sure to display it.
 - Mistakes may occur with deliveries if there are people with the same surname, so also write the names of the cohabiting family members on the mail box.
- Collective mail box
 - There is a collective mail box close to the entrance to the stairs on the first floor.
 - This box can only receive normal mail such as postcards and sealed letters. Registered mail and parcels are delivered to each individual residence.
 - Do not forget to display the names of the residents on this box too.
 - Never leave items such as motorbikes, bicycles or tricycles in front of the collective mail box. This not only hinders deliveries, it also blocks the passage of other residents.
- Entryway cleaning
 - The floor just inside the entrance has not been waterproofed, so do not pour water on it. To remove dirt, scatter tea leaves or ripped up wet newspaper and wipe it off.

(2) Living room

- To create more space for use
 - There are residents who say that they have been able to improve their comfort by resolutely disposing of unwanted items when relocating. Take measures to maximize the space for use in the rooms by using the closets, cupboards and storage space above closets effectively to suit the use of the rooms and also by arranging the furniture well.
 - Also, on a fine day as early as possible after moving in, we recommend that you lift the tatami mats up to air them and also spray insecticide. Care such as this is particularly necessary in new staff housing.
- Do not forget ventilation
 - Unlike on wooden housing, concrete housing has few gaps and there is insufficient natural ventilation. Make an effort to keep the small ventilation windows on glass doors and the ventilation equipment on walls open as much as possible.
 - Be particularly careful about ventilation when using heating appliances in the winter. If ventilation is forgotten, then this can result in carbon monoxide poisoning or cause condensation.
- Condensation
 - Water droplets will form around a cup of cold water in the summer and in warm rooms. This is “condensation” and occurs when warm air is cooled suddenly and becomes water droplets. The same phenomenon occurs around the walls and water supply appliances of housing in the winter and is often seen on the extremely cold walls on the northern side.

- To prevent condensation, it is necessary to improve the ventilation and lower the humidity. Open the windows from time to time to improve the ventilation and push out the humidity, especially when a large amount of steam is being generated during cooking and when using a kerosene stove or gas stove for a long period of time.
- If condensation occurs, take action for it frequently, such as by rubbing it off well with a dry towel.
- Floor creaking
 - Some of the floors in the staff housing have been made by placing a wooden floor frame on top of a concrete floor. Gaps can occur due to the drying and shrinking of the wood as time passes or due to small errors in the construction and this can lead to the phenomenon of creaking. It is almost impossible to repair this fully because the causes are such delicate differences. For this reason, please be aware that we may refuse to make repairs for a small amount of creaking.
- Care for aluminum fittings
 - It may appear that it is not necessary to care for the aluminum fittings, but if they are left for long periods of time, then dust and soot collects in them and they become dirty. When they have become dirty, it is very difficult to remove the dirt, so please wash them from time to time with a sponge and neutral detergent diluted in warm water. Be particularly careful not to forget to clean the kitchen windows and fittings (including sills). After washing them, wipe them with a dry cloth and dry them.

(3) Kitchen

The kitchen has the central role in the protection of the health of your family. Make an effort to make the kitchen and the dining room that connects to it an enjoyable space for meals.

- Kitchen sink
 - Stainless steel sinks are clean and highly durable and have many other merits such as crockery is less likely to break when dropped on them. However, even with stainless steel, rusting will occur if dirt is left uncleaned. The space beneath the gas cooker can be particularly dirty. Make an effort to always remove dirt, such as by washing it with neutral detergent.
- Cautions
 - The installation of a garbage disposal unit (a garbage grinder) on a sink is prohibited because it causes problems for the processing of dirty water and can cause the blockage of drain pipes.
- Kitchen ventilation
 - A ventilation fan can be installed in the kitchen, so please be sure to use one. (The attachment of a ventilation fan should be done at the expense of the resident. Also, the fan should be removed when departing from the residence.)
 - A ventilation fan soon becomes dirty, so clean it regularly (around once per month).
- To be able to use the water pleasantly
 - The water used in the kitchen is filtered in the sink trap and then passes through the drain pipes in the building before flowing from a catch basin

into the sewer pipes. It is a big problem if any part of this system becomes blocked.

- Be careful to ensure that no items such as grains of rice, tea leaves or vegetable scraps flow into the drain pipes.
- The perforated plate installed on the sink can be easily removed by lifting it up, so remove the waste that accumulates in it each time it is used.
- If items such as deep-frying oil are put into the drain then this can cause blockage of the drain pipes. Wipe up the oil with something such as paper and do not allow it to flow into the drain.
- When the floor is dirty
 - The floor in the kitchen is often dirtied when water or oil splashes, so be careful to always keep it clean.
 - The surface of the floor is covered with a strong film, but this film can be ripped if heavy items are dragged across it, so be careful about this. Also, staining may result if oil or water that has been spilled on it is left uncleaned, so wipe these up.
 - If dust is frequently removed and the floor is wiped with a dry cloth, then any dirt on the surface can be removed and the shine will remain for a long time.

(4) Bathroom

The bathroom is a place where your family can relieve their fatigue. It is also an essential space in order to realize a clean and comfortable life. Clean it well so that it is always possible to take a pleasant bath.

- Ventilation of the bathroom
 - The humidity in the bathroom is high and mold can easily grow there, so open the window sufficiently after using it and take care at all times to maintain good ventilation.
- Bathroom floor and walls
 - The floor has had the necessary waterproofing performed, but placing items such as washing machines on it roughly can cause cracking of the waterproofing layer, so be careful of this.
- To prevent the blockage of drain pipes
 - A trap bowl has been installed on the drain in the bathroom. Items such as hairs will easily accumulate in the perforated plate, so frequently use something like a screwdriver to remove the perforated plate after use and clean it.
 - Always return it to the original state after cleaning. Never use the bathroom with the plate removed.
 - Always remove items that easily cause blockage such as hairs and never allow them to flow into the drain pipes.

- Regarding BF type bath boilers (balanced flue type bath boilers)

On a BF type bath boiler, the air that is necessary for the combustion of the gas is taken in from outside and the exhaust gas is sent to the outside.

 - This system means that there is no leaking of exhaust gas inside the room, so it is said to be safer than other types of gas bath. However, after years of use, it is possible that corrosion on parts such as the outer plate, bottom plate and connecting part screws may lead to the leaking of exhaust gas into the bathroom or lead to incomplete combustion, and these are a cause of gas poisoning. Be particularly careful of the following points during use.
 - To prevent damage to the bath boiler
 - Do not pour water onto the top of the bath boiler.
 - Clean the bathroom floor and drain trap to prevent the flooding of the bottom plate of the bath boiler.
 - After use, leave the window and the door open to improve the ventilation of the bathroom.
 - Be careful of heating without water
 - Before igniting the bath boiler, always check that the bathtub is filled with water up to at least 10 cm higher than the upper circulation pipe.
 - Correct ignition
 - The ignition is automatic ignition, so the operation is simple.
 - Turn the gas cock knob and ignition handle in the order instructed in the user manual.
 - It takes time for the ignition when the bath boiler is cold, so look through the ignition inspection port to check that it has ignited.
 - The repair or replacement of the bath boiler and the expenses for it
 - If it is decided after an inspection that it is necessary to replace the entire bath boiler system, then it will be replaced at the expense of The University of Osaka. However, the expense for repairs for boiling without water and minor problems must be paid by the resident.
- Regarding plastic bathtubs and enameled bathtubs
 - The cleaning of bathtubs
 - Do not rub the dirt on an enameled bathtub with items such as hard scrubbing brushes. Wash it gently with a sponge soaked in detergent.
 - Using the plug (drain plug)
 - Insert the plug by pushing it gently. No water will leak out whilst the plug is being pushed by the water pressure. If the plug is pressed in too strongly, then the chain may break when it is pulled out.
 - Damage to the bathtub
 - Enameled bathtubs have an enamel finish on top of a steel plate or cast iron material, so dropping hard objects onto them can cause damage to the enamel surface and lead to corrosion. Be careful to avoid this.

- Repair or replacement of the bathtub and the expenses necessary
 - After a certain amount of time, small holes may open up in the enameled surface of the bathtub due to corrosion or other causes. In this case, the replacement will be performed by The University of Osaka. However, any repair when the damage was a result of an error by the resident, and the repair or replacement of bathtub components such as the plug (and chain), lid, packing, and apron must be paid for by the resident.

(5) Toilet

- Low tank (high tank) types and flush valve types
 - The cleaning method on flushing toilets can either be a “low tank (high tank) system”, where an amount of water is collected in a tank and then released when a lever is operated to the large or small side, or else a “flush valve system”, where a handle is pressed and then the water pressure releases the water for approximately ten seconds.
- When the water does not stop
 - When the low tank or high tank ball tap is broken and the water does not stop, close the valve on the side of the tank. In the case of flush valves, tighten the screw on the upper left side of the riser pipe.
 - However, these are only emergency measures, so contact the manager immediately afterwards.
- Blockage of sewage pipe
 - The sewage pipes on flushing toilets are connected with one single pipe for units above and below each other. Therefore, if the sewage pipe becomes blocked, then backward flow can occur and cause great problems.
 - Always use “toilet paper” that dissolves in water and never flush any items that do not dissolve in water, including tissue paper, newspaper, scraps of cloth, paper diapers, or sanitary products.
 - Please be aware that if a person causes a blockage in the sewage pipe, then that person may be asked to pay all the repair costs and compensation for damages.
- When the sewage pipe is blocked
 - If the items in the toilet bowl do not flush out, or if there is thought to be some other problem with the sewage pipe, get the people above and below you on each floor to stop using their toilets and then contact the manager immediately.
- Cleaning the toilet
 - Clean flushing toilets with the procedures below.
 - The floor of the toilet is not waterproofed, so do not pour water on it when cleaning it. Clean the floor by wiping it.
 - Clean the inside of the toilet and the washbasin by polishing them with a sponge specifically for cleaning with either neutral detergent or toilet detergent on it.
 - Clean the outer sides of pottery items, the baseboard, the fittings and the floor by wiping them with a cloth and water with a few drops of disinfectant mixed into it.

(6) Balcony

- When living in communal housing, there is no garden space for exclusive use, so the balcony is the only area that serves similar functions to those of a garden. Rather than just using it as a place to dry laundry, you should also use your own ideas to convert it into an enjoyable place to relax.
- In addition, the balcony can also be described as the front of the building for the people looking at the housing from the outside. Use it in a way that would not be embarrassing if you were seen.
- The use of the balcony
 - Be careful of any behavior on the balcony that will be a nuisance to other residents, such as excessively beating a futon mattress or wearing footwear that causes noisy footsteps, such as wooden clogs or wooden sandals.
 - The drain on the balcony can easily become clogged with items such as garbage. Clean it from time to time.
 - The drain water from an air conditioner should always be guided to the drain hole with a hose, etc.
 - The balcony is not storage space. In particular, when the balcony is connected to that of the accommodation next door, it plays the role of an evacuation route to the next door unit if there is an emergency, as the partition marking the border with the balcony next door can be easily broken by pushing it. Nothing should be placed close to the partition to the neighboring balcony.
 - The metal fittings for a laundry pole are strong in the vertical direction, but extremely weak against forces to the left or right, so avoid using a rope and instead use a laundry pole.
- To prevent danger
 - The height of the handrail on the balcony and the gaps on the “grating” have been designed to prevent small children falling. However, it is extremely dangerous if small children climb on to things on the balcony. Be careful to avoid placing things such as wooden boxes that could be used as a footstool.
 - Never place things on the top of the handrail because they may be knocked off by accident or knocked off by the wind and this is extremely dangerous.
 - On days when the wind is strong, items such as laundry poles may also be blown away, so take measures such as tying them to the hooks.

(7) Electricity

- The electric power supplied to the staff housing has a voltage of 100 V (volts) and frequency of 60 Hz (hertz).
- Electricity is essential for our daily lives, but can also be a cause of accidents such as fires if it is used incorrectly.
- Find out the safe limits for the appliances and the wiring and also consult sufficiently with a specialist company when installing appliances.

- Electrical capacity

The electrical capacity (usage limit) for each unit is only between 1,500 W (watts) [15 A (amperes)] and 3,000 W (watts) [30 A (amperes)] per unit. Use the guidelines below as a reference to ensure that the use of electrical appliances is not concentrated on just one circuit.
- When the electricity throughout the unit is cut off

There is a “breaker” (earth leakage circuit breaker) installed high up in the entryway of each unit. If a current flows that exceeds the permitted capacity, then the breaker operates and cuts off all of the electricity inside the accommodation. When this happens, reduce the number of electrical appliances being used and then wait a while before pushing the breaker knob back in the other direction and then switching it on again. This should end the power cut.
- To prevent accidents
 - Do not use “octopus wiring” with devices such as two-way sockets from electrical outlets.
 - Do not touch outlets or appliances with wet hands or feet as there is a risk of electric shock. Also, always attach a grounding wire on washing machines and microwave ovens.
 - Do not leave irons or heaters switched on as this can cause fires. When going outside, always check that items have been switched off.
- Air conditioner installation
 - The electrical capacity means that some staff housing or buildings might not allow the installation of 200 V type air conditioners or multiple air conditioners. Be sure to consult the manager before purchasing an air conditioner. There is a risk that the power to the entire building may be cut off if an air conditioner is attached without consultation and power that exceeds the usage capacity is drawn. Also be aware of the following when installing an air conditioner.
 - When installing on a window or elsewhere, add complete waterproofing to ensure that rain cannot be blown in from any gaps.
 - It would be extremely dangerous if an air conditioner fell, so install it securely.
 - For other details, follow the instructions of the manager.

- Electrical appliances and standard power usage

Electrical appliance name	Capacity (watts)	Current (amps)
Electric rice cooker	400 W - 1300 W	4 A - 13 A
Toaster	400 W - 900 W	4 A - 9 A
Electric pot kettle	400 W - 900 W	4 A - 9 A
Mixer	200 W	2 A
Iron	500 W - 1200 W	5 A - 12 A
Microwave oven	1000 W	10 A
Hair dryer	300 W - 1200 W	3 A - 12 A
Electric table heater	300 W - 600 W	3 A - 6 A
Electric heater	800 W - 1500 W	8 A - 15 A
Washing machine	450 W	4.5 A
Refrigerator/freezer	150 W - 300 W	1.5 A - 3 A
Vacuum cleaner	500 W - 600 W	5 A - 6 A
Television	130 W	1.3 A
Stereo	200 W	2 A
Air conditioner	900 W - 2000 W	9 A - 20 A

(8) Gas

Steel reinforced concrete buildings are much more airtight than wooden housing and there is little natural ventilation. It is therefore necessary to be sufficiently careful about ventilation to prevent gas poisoning accidents.

- The gas that is supplied to the staff housing is 13 A city gas from Osaka Gas.
- Gas poisoning
 - In order for gas to burn completely, it is necessary to have a volume of air that is several times greater than the volume of the gas. It is important to improve the ventilation of the room and to adjust the air hole on the burner.
 - When the combustion of the gas is incomplete, toxic carbon monoxide is generated and can cause gas poisoning. Also, even if the combustion is complete, if the ventilation in the room is poor, then the amount of carbonic acid gas (carbon dioxide) in the room will increase and may cause carbon dioxide poisoning.
 - In staff housing made from steel reinforced concrete, it is difficult for the ventilation to occur naturally, so be careful to ventilate, especially during the winter.
- Points to keep in mind for the safe use of gas
 - Use gas appliances and rubber tubes that have been inspected by the gas company. Using a plastic hose instead is dangerous. Do not do this.
 - Insert the rubber tube sufficiently far and secure it with a safety band.
 - If the point of rubber tube insertion has become loose, then cut the tube down or replace it with a new tube if the rubber tube is old.
 - Be sufficiently careful to ventilate the rooms where gas appliances are used.
 - Gas cookers should be cared for from time to time and the gas holes cleaned well.
 - When not using the gas, be sure to close the cock for the appliance, the gas cock for the room or the supply gas valve for the kitchen or bathroom.
 - Use gas pipes that are no longer than is necessary.
 - When restarting the use of old appliances that have not been used for some time, have the gas company inspect them before the use.
 - Adjust the air hole on gas appliances so that there is a blue and transparent flame and stable combustion.
 - When retiring to bed, close the supply cock as well as the cock for the appliance.
 - If the accommodation is to be left empty for an extended period of time, then contact the gas company and have the gas cut off and then reconnected after you return home.
- The prevention of gas explosion accidents

You are well aware from reports in newspapers and elsewhere of the extent of the damage caused by gas explosions. As steel reinforced staff housing are very airtight, if a gas leak occurs, then the gas stays within the room without dispersing to the outside and any small flame (such as a spark from a switch) can cause an explosion. If it seems that the room has been filled with gas due to a gas leak, then open the windows to try to ventilate the room and contact Osaka Gas or your nearest gas company immediately. Also, if the smell of gas is detected from other accommodation or elsewhere, do not go in recklessly. Contact the nearest gas company and the fire department and follow the instructions given.

(9) Waterworks

Water is essential for our lifestyles. Some of the water used by the residents in the staff housing is a direct connection to the water mains and some of it is first received in a water tank and then pumped up to an elevated tank before being supplied to the accommodation using the natural water pressure.

- These water supply facilities play an important role in the day to day life of the residents, so do not enter these facilities without due cause and do not throw stones into them.
- In addition to the water supply piping that goes through the walls and under the floor of your room, there is also piping buried within the grounds of the staff housing, so never take a vehicle into areas other than the road and the car park and never dig up the earth.
- Water supply failure
 - A failure in the water supply may occur due to an electrical outage, the failure of machinery or a sudden increase in the volume of water being used.
 - When the water supply stops, it is not unusual for people to leave their water faucets open. However, it often happens that the person then leaves the accommodation in that state and the water supply recovers while the person is out, leaks down to the floor below and leads to a dispute. When the water supply is cut off, always close the faucets before going out and before going to bed.
- Dripping leaks
 - Repair any leaks from the faucets as quickly as possible.
 - The amount of water that drips out can be surprisingly large.
 - Cases such as this usually occur when the rubber packing in the faucet has worn thin, so replace it. Also, if a shuddering sound is heard when the water first comes out, then this also indicates worn rubber packing, so replace it.
- If the red star-shaped mark in the middle of the water meter is rotating even when no water is being used, then this indicates a water leak, so please be careful of this. Contact the manager if this occurs.

(10) Television antenna

- About the television antenna
 - Either a signal boosted from the electromagnetic waves received by the community antenna installed on the roof of the staff housing or the signal broadcast by cable television is sent to the television antenna terminal in each unit. It is therefore possible to view television by simply connecting a coaxial cable to the television antenna terminal. (In the case of cable television, the fee for use must be paid by each individual.)
 - Notify the manager before installing a parabolic antenna or other for satellite broadcasts (BS/CS) on a balcony. To prevent accidents resulting from antennas falling down, install the antenna on the room side of the handrail.

- The installation on the roof of an antenna or other for personal use is not permitted. In particular, antennas for amateur (ham) radio can cause electromagnetic interference for the reception of television or other signals. This will be a great nuisance for the other residents in the collective housing and is strictly forbidden.

2. Shared equipment

(1) Stairs, stair landings and corridors

- The stairs and the corridors are somewhere that all the residents pass through each day. Please keep them clean at all times in the same way as your accommodation.
- The residents should cooperate and perform the cleaning at least once per month. The stairs and corridors have not been waterproofed, so water leaks will occur if water is poured there. Please be careful of this.
- Do not place items such as bicycles on the stairs or corridors or use these areas as storage space, as this is a nuisance for other residents.
- Make an effort to walk quietly, especially at night.

(2) Rooftop and bicycle storage area

- Rooftop
 - The entrance to the rooftop is locked. If it is necessary to go up on the roof, then borrow the key from the manager to get up there. When doing so, always wear shoes that have a soft sole, such as sports shoes. (Shoes such as leather shoes will damage the waterproofing layer and cause water leaks.)
 - When the work on the roof is complete, always remember to lock the entrance and then return the key to the manager.
 - If items such as leaves or balls get stuck in the drain (hole) hoods on the roof, then this causes puddles and leads to leaks, so perform cleaning around once per year. (Decide the date at the resident's association, etc., and implement the cleaning.)
- Bicycle storage
 - Place your bicycles, baby buggies and tricycles in a tidy manner in the bicycle storage. Also, a rota to deal with unwanted bicycles, etc., should be decided for each building and this should be implemented so that as many residents as possible can use the storage.

(3) Garbage disposal

- The specific methods for garbage disposal will vary depending on the handling of the city performing the collection, so follow the instructions given in the public relations materials for the location of the staff housing.
- Kitchen refuse and household waste must be carried to the specified place for disposal. If even just one person does not obey the rules, then not only is the clean environment lost, it also becomes a cause of disputes between the residents and threatens the smooth cohabitation.

- Never throw away cigarette butts or lit matches as there is a risk of fire.
- There have been examples where a car parked on the road other than in the car storage space has blocked the passage of garbage collection vehicles and delayed the carrying out of the garbage. This is a nuisance for all the residents, so never park close to the garbage disposal area.

(4) Flower beds

Some staff housing have flower beds to add beauty and to enrich the lives of the residents. Do not grow plants anywhere other than in the flower beds. (The occupation of ground in the shared areas for the cultivation of vegetables or trees is prohibited.)

◇ Procedures for the use of the staff housing

1. Staff housing maintenance and management organization

“Maintenance and management” refers to understanding the current condition of the staff housing and maintaining it so that it sufficiently fulfills its purpose. It also means to operate it so that it is used appropriately as prescribed by the laws and regulations. The maintenance and management of the staff housing in this sense is performed by the Department of Finance, Housing Management Section. The “Staff housing manager” complies with the instructions of the Department of Finance, Housing Management Section as the person at the forefront of the maintenance and management organization. In addition to mainly paying attention for any destruction or damage to the building, etc., the manager also acts as the contact with the residents and supervises the entry and departure of residents and violations of obligations. The instructions of the manager should be handled as the instructions of the Department of Finance, Housing Management Section, so please cooperate with them. The manager is not able to help residents with their personal problems and will refuse any personal requests such as for messages to family members, the taking of telephone calls and the storage of mail items.

- The work of the manager
 - To eliminate any improper use of the staff housing.
 - Matters related to the deciding of the person to pay repair costs.
 - Matters related to the prevention of illegal entry, theft, fire and other disasters.
 - Matters related to the attendance at the entry and departure of lessees (residents).
 - To prepare, organize and manage a register of residents, record of work and record of key transfers.
 - Matters related to the suitability for automobile storage locations (car park).
 - Matters related to communications between the Department of Finance, Housing Management Section and the residents.
 - Any other items that the Housing Division head instructs as the work of the manager.

2. List of staff housing procedures

Type	Timing and deadline for application/notification	No. of copies necessary	Submission destination	Notes
Notification of departure from the staff housing (Form 3)	Submit it to the manager no less than five days before the planned date of moving out. The date of departure is the day that the measures for restoration to the original state are confirmed after the resident moves out.	One	Manager	Notify the manager no more than ten days before the planned date of moving out and follow the instructions of the manager regarding the accompanied inspection.
Application for staff housing automobile storage location rental "Car park rental" (Form 4)	When a location for automobile storage is assigned by the manager, submit the form together with a copy of the automobile inspection certificate. It will be returned at a later date as the approval certificate. The continued use of the car parking is not possible and the car parking space must be vacated in cases such as when a new car is purchased. (Only one vehicle will be allowed per unit.)	One	Manager	Submit this after a storage location is specified by the manager.
Notification of vacation of automobile storage location "Car park vacation" (Form 5)	Submit it to the manager no less than five days before the intended date of vacation. Except in special circumstances, the submission of the notification of vacation completes the procedures necessary.	One	Manager	Notify the manager no more than ten days before the planned date of vacation.
Application for cohabitation in staff housing (Form 6)	If it is unavoidably necessary to temporarily cohabit with a person who is not dependent family, then submit this no less than ten days before the cohabitation. It will be returned at a later date as the approval certificate.	One	Housing Division (by email)	Notify the manager when the cohabiter departs from the staff housing.

Type	Timing and deadline for application/notification	No. of copies necessary	Submission destination	Notes
Application for staff housing rearrangement, etc. (Form 7)	When personally intending to make improvements to the room equipment or erect temporary constructions, etc., submit this no more than ten days before the date of the construction work. It will be returned at a later date as the approval certificate.	One	Manager	This will only be approved if it is for unavoidable reasons and does not hinder the maintenance and management of the staff housing.
Application for postponement of the vacation of the staff housing (Form 8)	Submit this within 20 days of the date that the reason for vacating the staff housing occurred. If the occurrence of a reason for vacating the staff housing is known in advance, then submit the form in advance. It will be returned at a later date as the approval certificate.	One	Housing Division (by email)	A postponement will be for up to a maximum of six months and will only be allowed when there is an appropriate reason and the approval of the President has been granted.
“Automobile” storage location usage approval certificate (Garage certificate)	Persons who are renting a location for automobile storage should submit this when it becomes necessary.	One	Housing Division (by email)	
Request for issuing of staff housing fees invoice	Submit this when it is no longer possible to pay staff housing fees with a deduction from salary.	One	Housing Division (by email)	
Notification of extended absence from staff housing	If you will be absent from the staff housing for a period of one month or longer, then submit this no less than ten days before the date of leaving.	One	Manager	
Certificate of staff housing residence	Apply for this if it becomes necessary. It will be produced with an official stamp.	One	Housing Division (by email)	

- Each form above can be found as below.
 ICHO → Document management system (Document) → Housing related matters (Shared by all university staff) → staff housing HP
- Use email when submitting items or sending requests to the Housing Management Section.
 email address: syukusya@office.osaka-u.ac.jp

3. Outline of the staff housing

Staff housing name	Items	Building name	Outline
Toyonaka-higashi Staff housing	Number of buildings	Buildings 1 to 6	Six buildings
	Address	Building 1	2-2-1, Nishi-Midorigaoka, Toyonaka-shi, Osaka 560-0005
		Building 2	2-2-2, Nishi-Midorigaoka, Toyonaka-shi, Osaka 560-0005
		Building 3	2-2-3, Nishi-Midorigaoka, Toyonaka-shi, Osaka 560-0005
		Building 4	2-2-4, Nishi-Midorigaoka, Toyonaka-shi, Osaka 560-0005
		Building 5	2-2-5, Nishi-Midorigaoka, Toyonaka-shi, Osaka 560-0005
		Building 6	2-2-6, Nishi-Midorigaoka, Toyonaka-shi, Osaka 560-0005
	No. of units	Building 1	24 (Type c: 58.93 m ²) Completed April 26, 1973
		Building 2	24 (Type c: 58.93 m ²) Completed April 26, 1973
		Building 3	24 (Type b: 47.82 m ²) Completed April 26, 1973
		Building 4	24 (Type b: 47.82 m ²) Completed April 26, 1973
		Building 5	24 (Type c: 58.93 m ²) Completed April 26, 1973
		Building 6	24 (Type c: 58.93 m ²) Completed April 26, 1973
		(Total)	144
	Nearest station	-	Osaka Monorail - Shoji Station
	Manager (Outsourced)	-	2-2-2-214, Nishi-midorigaoka, Toyonaka-shi, Osaka 560-0005 Manager's room, Building2 1F room214, Toyonaka-higashi Staff housing Work hours 9:00 to 17:00except on public holidays and year end/New Year holidays Tel: 06-6170-6218 Nearest station: Osaka Monorail Line - Shoji Station.

Staff housing name	Items	Building name	Outline
Momoyamadai Staff housing	Number of buildings	D14 Building	Building 1
	Address	D14 Building	D14, 2-7, Momoyamadai, Suita-shi, Osaka 565-0854
	No. of units	D14 Building	16 (Type c: 65.71 m ²) Completed April 26, 1973
	Nearest station	-	Kita-Osaka Kyuko Railway - Momoyamadai Station
	Manager (Outsourced)	-	2-2-2-214, Nishi-midorigaoka, Toyonaka-shi, Osaka 560-0005 Manager's room, Building2 1F room214, Toyonaka-higashi Staff housing Work hours 9:00 to 17:00except on public holidays and year end/New Year holidays Tel: 06-6170-6218 Nearest station: Osaka Monorail Line - Shoji Station.

Staff housing name	Items	Building name	Outline
Minoh Staff housing	Number of buildings	Building 1	Building 1
	Address	Building 1	5-5-15, Onohara-higashi, Minoh-shi, Osaka 562-0031
	No. of units	Building 1	20 (Type d: 71.97 m ²) Completed March 27, 1985
	Nearest station	-	Hankyu Senri Line - Kita-Senri Station
	Manager (Outsourced)	-	2-2-2-214, Nishi-midorigaoka, Toyonaka-shi, Osaka 560-0005 Manager's room, Building2 1F room214, Toyonaka-higashi Staff housing Work hours 9:00 to 17:00except on public holidays and year end/New Year holidays Tel: 06-6170-6218 Nearest station: Osaka Monorail Line - Shoji Station.

Contact details outside of manager work hours

Use the contact details below outside of the work hours for the managers of the Momoyamadai Staff housing, Toyonaka-higashi Staff housing and Minoh Staff housing (4) (i.e. on weekdays, Saturdays and Sundays from 17:00 to 10:00 the next morning and all day on public holidays and from December 29th to January 3rd).

Maibi Engineering K.K. Call Center
(Company contracted to perform manager work)
Tel: 06-6453-5131