The Packet of Information for the Resident Students at KC Dorm

1) The first thing that you need to do at the dormitory
Make sure that you receive your room key and a list of items you will be provided with.
Your key is quite expensive and unable to be duplicated, thus you have to be very careful when managing it.
You will be given a tour of the dormitory. Please try to remember the layout in your mind. After receiving all materials, please check your dormitory room and make sure with the list of provided items that everything is there.

2) The Office Hours: 9:00-17:00 / 23:30-23:00 (weekdays), 9:00-12:00 / 23:00-23:00 (weekends, holidays)
Ask the matron, and everyone in the dorm when you have questions about the dorm, school, clubs & circles, etc.

3) Curfew, and Head Count
No matter where you are in the dorm, you have to show yourself at your door when the bell rings at 11:00 p.m.
This is the only way that the matron can check that you are safe, so it is very important to make sure that you are there.
When you want to go to bed before 11 pm because of sickness, please ask the matron to allow it; and she will give you a permit.

4) About Staying Out Overnight
In case you want to stay out overnight, you need to fill out the yellow form and drop it off at the box in front of the office by 8:30 p.m. on the day you stay out. You also need to move your name card to the box called "Staying Out Overnight" on the board next to the stairs, and put it back to the original place when you come back to the dorm.

5) Cleaning of the Communal Place - 7:30-about 8:00am
It is your duty to clean the communal places in an orderly fashion. Every week you will be assigned to clean a communal area (chairs, kitchen, ofira, etc.) once or twice. You will be provided with a guide explaining those individual duties.

6) About the Wednesday Evening Assembly and meetings
At 6:30-6:45pm, there is a group floor meeting in a particular place (different place for every floor) before the assembly.
At 6:45-7:00pm, there is an evening assembly in Miriam Hall.
At 7:00-7:30pm, there is a meeting in Miriam Hall.
You are required to attend the evening assembly on every Wednesday during the semester.
(except the days when there are no classes).
The assembly takes place at the assembly hall (Miriam Hall, which we call Miriam-Kan).

7) About Guests’ Accommodations
Only female guests are allowed to stay in your room. If you would like to have a guest stay overnight, you need to come to the office to fill out the blue form, and pay an accommodation fee of 1500 yen per night one day before your guest stays over.
You can use the futons that are in the room next to the elevator on each floor except the first floor.
If your room is on the first floor, please use the futons on the second floor.

8) Mail, Packages
Mail: It is your responsibility to pick up your mail in your mailbox regularly.
Mail is usually delivered to your box by 2:00 p.m. from Monday until Friday.
There is no mail delivery on Sat, Sun, and holidays.

9) Fax (in the office): If you want to fax, please ask someone at the office during office hours.
Each time you fax something, it costs 60 yen.

10) About Meals, and CO-OP
KC dorm does not provide a meal plan. The cafeteria at Shokyuken is open from 11:00 a.m. till 2:00 p.m., and the coffee shop (the bakery shop) is open from 10:00 a.m. till 9:10 p.m.
There are many students who use CO-OP; groceries delivery service.
If you are interested in it, you can contact the matron at the office.
Before you can take part in the delivery service, you have to become a member of CO-OP.
You have to fill out a form, and pay 1,000 yen for membership.
Every Wednesday, you will receive a new brochure. Your brochure will have your name on it.
Please only take your brochure. You will have until the following Wed. morning to place your order for the next week.
You will receive a bill for payment in the mail. It can be paid at Lawson or other Kombini.
The delivery of groceries is on Wed. Collect your groceries from outside Wangan entrance way.
Because of theft, we ask you to collect your groceries on Wednesdays between 4 and 5 p.m.

11) Rubbish
You need to make a collection of your rubbish by type, (flammable and nonflammable).
The door leading directly to the garbage bin is only opened during cleaning time (about 7:30-9:00 a.m.) every morning. Any other time, you will need to walk around the dormitory to throw out your trash.

12) Main Gate (Sei-mon) / the Back Gate (Kit-a-mon) / the Tani Gate (Tani-mon)
- Main Gate (Sei-mon): 6:00-23:00 (daily)
- the Back Gate (Kit-a-mon): 6:00-23:00 (during weekdays),
  6:00-20:00 (on Sat, Sun and Holidays)
- the Tani Gate (Tani-mon): 7:30-18:30 (during weekdays)
  Closed (Sun, Sat, and Holidays)

13) Bicycle
Please read attached sheet.

14) Visiting Hours: 9:00-20:00

15) Use of the Elevator: 7:00-23:00

16) About your own room
It’s your responsibility to keep your room clean and organized.
You are not allowed to hang anything on the wall. There will be a check of the wall by the matron at the end of the semester.
Cleaning futons
You can wash your sheets by yourself in a washing machine, and hang the sheets to dry on the roof. You are not allowed to hang the sheets and futons over the balcony of your room.

If you want to clean your futons, you can hang futons on the roof under the Sun, or you can also use the dryer for your futons. Futons can’t be washed with water. There are futon dryers in each room next to the elevator.

18) Some Other Rules to Remember

- The KC dorm is tobacco& alcohol free. (No Smoking, No Drinking)
- Try not to make noise (Be careful when using a TV, audio, alarm, and cell phones).
- When you are away (stay out for the night), be careful of fire, lock your door and window, and make sure the alarm clocks are not turned on.

19) Electricity bill

Students must pay an electricity bill once a month. The bill is for any electricity (light, heater, etc.) used in each individual room. At the beginning of each month, bill will be put in everyone’s mailbox. Please be sure to pay them promptly.

The Basic Rules of the Communal Places at KC Dorm

Kitchen, Oven, and Shower Rooms, and washing machine and etc.

All of these above are considered the communal places.

You are not allowed to use any communal place during the cleaning hour (7:35-8:00am) everyday. The hours available and instructions for each place are shown in the following.

Kitchen: Available all day except the cleaning-hour

There are kitchens on every floor. (The first floor has a double kitchen)

Please turn on the Hot water button next to the door when you use.

Ovens: 16:00-23:00

The Ovens are located on the second and forth floors in the Western building, and on the second and third floors in the Northern building.

When you have your period, you are only allowed to use the shower-room.

Please turn on the Hot water button next to the door when you use.

Shower Room: Available all day long (except the cleaning-hour)

Please turn on the Hot water button next to the door when you want to use the shower.

Remove your hair from the drain, and put it in the blue bucket when you leave.

Also, if no showers are in use, turn off the Hot water button as you leave.

Washing Machines: After the cleaning hour till 21:00

Every floor except the first floor has showers and washing machines.

When using the washing machine, you need to fill out your name, and room no. on the notebook in front of the washing machine, and be sure to check on it after you have done washing.

When someone is using the machine, you can reserve the next order by writing down your name on the notebook.

There are some salutations used in the dormitory communal places. These are "Oasuki" and "Douns". They are ways of expressing your courtesy towards other students in the dormitory.

When you have any communal place, please say to the other students, "Oasuki".

And when someone else says it ("Oasuki"), please answer with "Douns".

"Oasuki" is the shortened form of "Oasuki shite te aiyou kara.".

"Oasuki" literally means "I'm going before you". Or normally said in English situations "I'm going now".

"Douns" mean "Please do so." Or normally said as "Oh, O.K.", in English situations.

We also use these salutations in other situations. Ex. In Onsen (spa), Sentou (Public bath), and Locker rooms.
How to clean kitchen

1. Firstly, throw the old net into the circle bin.
   Scrub the sink, the drain's strainer, and the triangle strainer. Then place the new net into the drain's strainer.
2. Secondly, wipe the surface of the hot plates. Wipe down all of the counter tops.
3. Clean the tables and chairs with the blue cloth.
4. Hung the chairs on the table and sweep the floor with the broom and dust tray.
5. Take the circle bin and the other bin's rubbish bag to the rubbish bins (trash bins). Throw the rubbish (garbage) into the bin.
   Clean the circle bin with the hose. Line the bins with new bin liners (trash bags).

How to clean the shower room

Person A: Outside

1. Take the mats to either of the washing machines in front of the ofuro on the 2nd floor or the 4th floor.
2. Check the place with the Japanese written manual.
3. Wash the floor with the provided rag. Wet the rag before wiping the floor. Throw hairs into the trash bin. Clean the shelf and mirror with the provided colored towel.
4. Clean the bathroom with a sponge and cleaner. Use the blue towel to clean the sink.
5. Wipe the dust off the washing machines, and clean up the surrounding area.
6. Bring 2 clean mats from the roof.

Person B: Inside

1. Prepare bath shoes, a sponge, cleaner and the dust box.
2. Using the cleaner and a sponge, scrub and shower off the mirror, floor, door and walls of each shower room.
3. Put on the gloves and remove the hair from the drains.
4. Check whether hair is no more on the floor. Make sure there is no more hair in any of the shower rooms.
5. When you finish, keep the door open, switch on the fan and switch off the light.

How to clean the ofuro

Person A: Inside

1. Scrub and wash the bath tub with cleaner and a sponge.
2. Wash the floor with cleaner and a scrub brush.
3. Tidy up the washing bowls, and chairs and lightly wash the mirrors.
4. Pull off the cover on the drains, next to the bath tub and at the end of the wash area. Throw away the hair and clean the cover.
5. Shower off the bathroom.
6. Change the newspaper in the trash bin.

Person B: Outside

1. Wash the mat. Detergent is on the top shelf in the bathroom.
   Use only the washing machine for mats.
   (A: on the second floor; use the washing machine on the left. B: on the forth floor, on the right)
2. Clean the floor with the rag, the shelf with the colored towel, and the mirror with the towel hanging next to it.
3. Remove the dust inside, and around the washing machines.
4. After washing the mats, take them to the roof and bring to clean ones back.