



Japan International Cooperation Agency

Guide to Accommodations at Yokohama Center

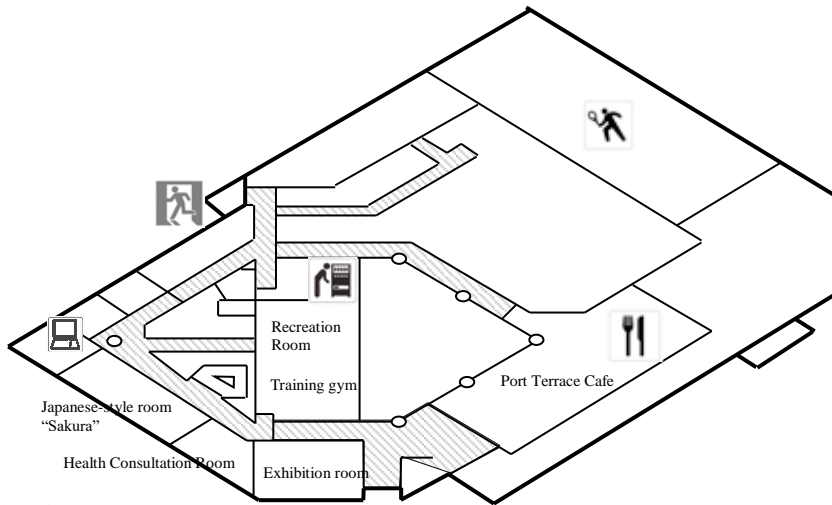


English

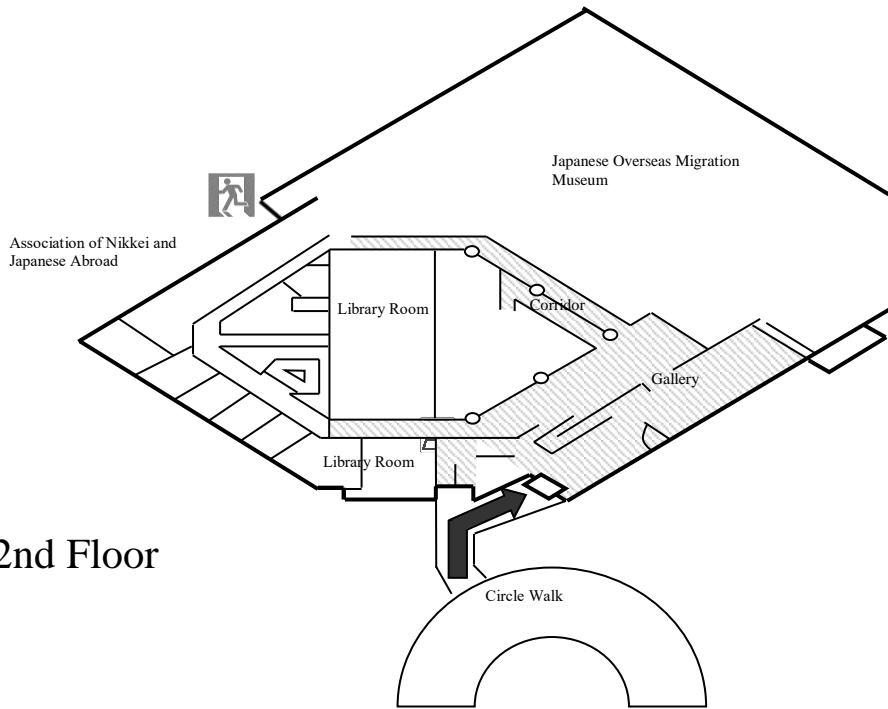
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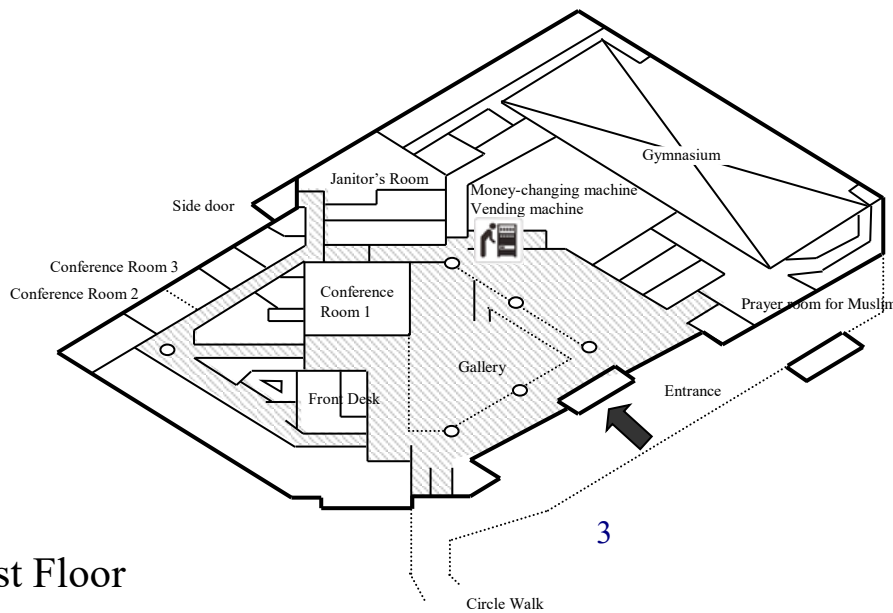
1. Floor Plan










3rd Floor



2nd Floor



1st Floor

			
Emergency exit	Cafeteria	Vending machines	Tennis court
			
Restroom	Computer	Elevator	

3rd Floor

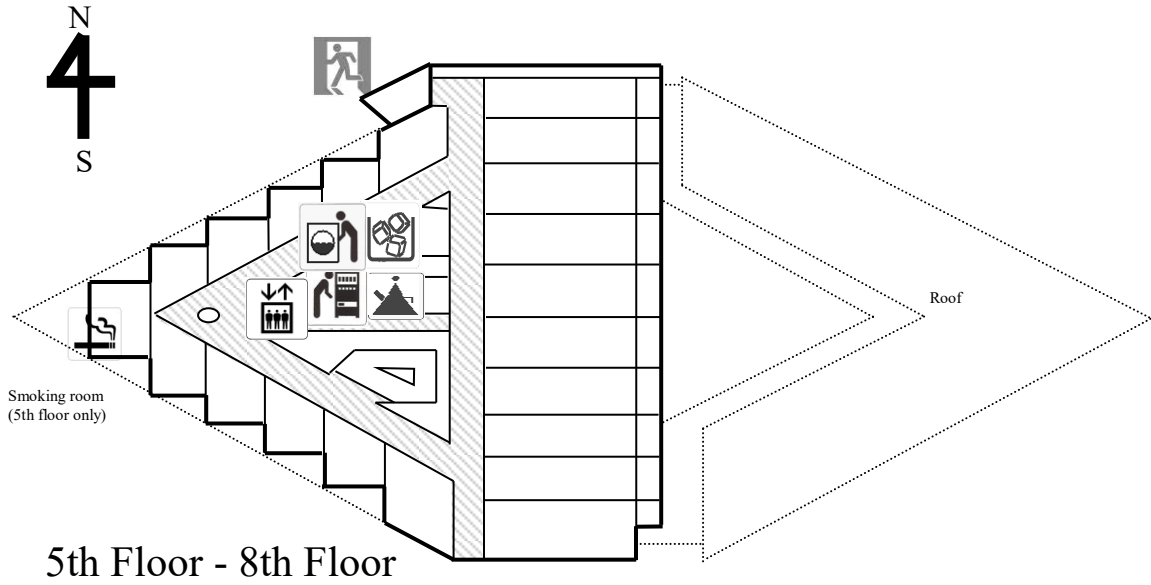
- Cafeteria: “Port Terrace Cafe”
- Recreation room
- Computer Rooms 2
- Health Consultation Room
- Training gym
- Tennis court
- Vending machines (soft drinks, snacks)










2nd Floor

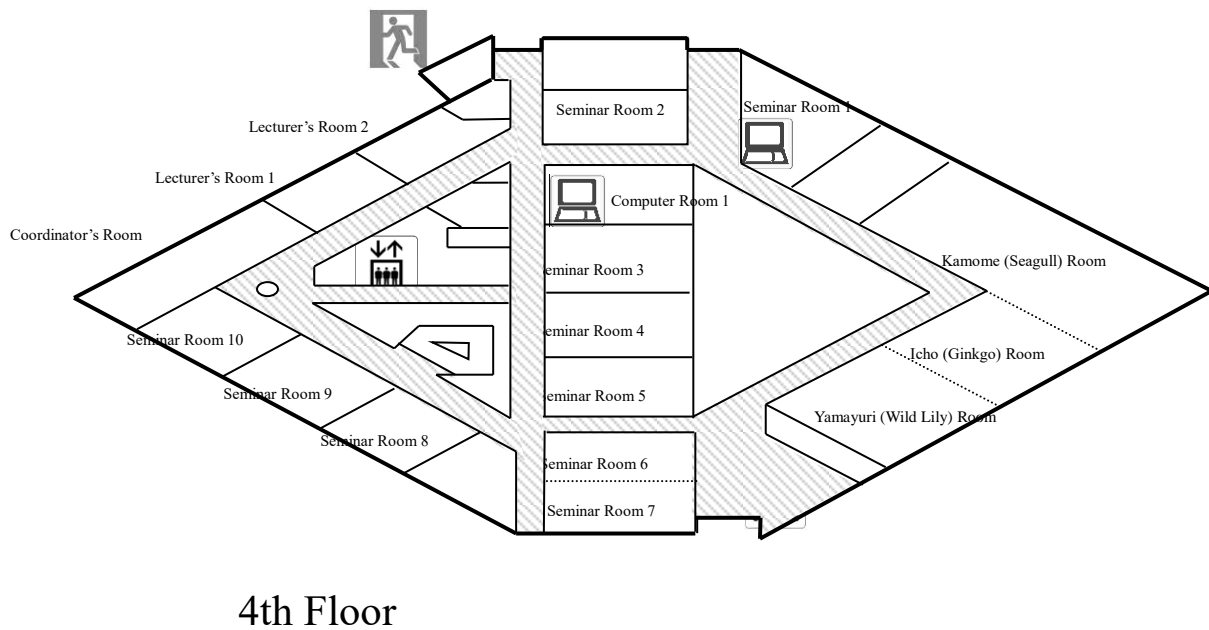
- Library Room
- Association of Nikkei and Japanese Abroad office room
- Japanese Overseas Migration Museum
- Gallery
- Vending machines (soft drinks)

1st Floor

- Front Desk
- Conference Rooms 1-3
- Public telephone
- Copy machine
- Vending machines (soft drinks), money-changing machine
- Gymnasium
- Prayer room for Muslim



				
Emergency exit	Ice-making machine	Vending machine	Elevator	Smoking room
				
Restroom	Washing machine	Computer	Hot water dispenser	



8th Floor	<ul style="list-style-type: none"> · Guestrooms (for women only) · Laundry room (for women only) · Hot water dispenser, Ice-making machine
7th Floor	<ul style="list-style-type: none"> · Guestrooms · Laundry room · Hot water dispenser · Vending machines (soft drinks)
6th Floor	<ul style="list-style-type: none"> · Guestrooms · Laundry room · Hot water dispenser, Ice-making machine
5th Floor	<ul style="list-style-type: none"> · Guestrooms · Laundry room · Hot water dispenser · Vending machines (alcoholic drinks, soft drinks) · Smoking room
4th Floor	<ul style="list-style-type: none"> · Seminar Rooms 1-10 · Kamome, Icho, Yamayuri · Computer Room 1 · Coordinator's Room · Lecturer's Rooms 1, 2 · Lounge · Vending machines (soft drinks)

2. Guide to Facilities and Services

Meals

Cafeteria..... (3rd floor)



Business hours

Breakfast: 07:00 to 09:00 Monday through Friday

Saturdays, Sundays and holidays: 07:30 to 10:00

Lunch: 11:30 to 14:00

(Last order: 13:30)

Tea time: 14:00 to 17:00

(Weekends and holidays only)

Dinner: 17:30 to 21:00

(Last order: 20:30)

- Pick up meals by yourselves, and after having the meals, please return the dishes to the designated place.
- Contact the Front Desk if you are not feeling well and want a different menu.
- Please refrain from bringing your own food into your room or taking out food from the cafeteria.
- If you plan to leave or return during non-business hours, you may have your breakfast and dinner packed. Please let the Front Desk know at least one day in advance.

Vending machines and automatic money-changing machines

.....(1st - 5th floors, 7th floor)



- Soft drinks (1st, 3rd, 4th, 5th, and 7th floors)
- Snacks and bread (3rd floor)
- Beer and alcoholic drinks (5th floor)
- 10,000-yen, 5,000-yen, 2,000-yen, and 1,000-yen bills may be changed. (1st floor)

Health

Health Consultation Room: Extension 3352..... (3rd floor)



- Business hours
10:30 to 15:00 and 15:45 to 17:30 Monday through Friday
Except 13:00 to 15:00 and 15:45 to 20:00 on the first Wednesday of the month
- A physician will be on duty only on the first Wednesday every month.
- The Front Desk will respond during off-hours

Laundry, hot water, and ice

Laundry..... (5th ~ 8th floors)



- Hours of operation: 07:00 to 24:00 (free of charge)
- Detergents are sold at the Front Desk on the 1st floor.
- There is a laundry room on each floor from the 5th floor to the 8th floor.
- The 8th floor is for women only.
- Irons are available at the Front Desk. To prevent fire, use irons only in the laundry room.
- Do not hang laundry on the guestroom balcony.

Hot water dispenser..... (5th ~ 8th floors)



- Operating hours: 07:30 to 24:00

Ice-making machines..... (5th ~ 8th floors)



- Those on the 6th and 8th floor may be used.
- Do not insert any objects into the ice-making machines.

Waste sorting

Waste sorting..... (Guestrooms, hot water supply room)



- Waste to be discarded into the trash cans in guestrooms
 - ① Burnable waste ... Kitchen refuse, paper, plastic with impurities etc.
 - ② Non-burnable waste ... Metals, batteries, Plastics without impurities etc.
- Waste to be discarded into trash cans in the hot water supply room
 - ③ Cans and bottles
 - ④ Remove the caps and labels on PET bottles. Discard the caps and labels as non-combustible waste.
 - ⑤ Cigarette butts ... Discard cigarette butts from portable ashtrays.
- Please contact the front desk when trying to discard oversized waste. Charges are applicable.
(Examples) Suitcases, electrical products, etc.

Computers

Computer..... (3rd floor)



Accessing the Internet with your own PC

- You can access the Internet from your room with your own PC.
- Connect using the LAN cables provided.
- IP address will be assigned automatically (DHCP).

Room	OS	Date and time when service available
Recreation Room (3rd floor)	Japanese/English	07:00~23:00
Computer Room 2 (3rd floor)	Japanese/English	Monday, Tuesday, Thursday, Friday, and Sunday: 24 hours Saturday and Wednesday: 07:00 to 23:00

Smoking

Smoking areas..... (1st floor and 5th floor)



Smoking areas installed in two places

- Side of the entrance (outdoors)
- Smoking room on the 5th floor

Smoking in places other than smoking areas is strictly prohibited. In addition, smoking on the street around Yokohama Center is prohibited by ordinance.

Physical exercises

Exercise facility and equipment.....(1st floor and 3rd floor)

————— Operating hours —————

Gymnasium	1st basement floor	07:00 - 22:00
Training gym	3ed floor	07:00 - 22:00
Billiards	3rd floor Recreation Room	07:00 - 23:00

- Tennis gear is available at the front desk.
- The gymnasium is set up for volleyball, basketball, table tennis, and badminton depending on the day of the week. For more information, please inquire at the Front Desk.
- Please wear indoor shoes when using the gymnasium.
- Smoking, eating, and drinking are prohibited inside the gymnasium, training gym and Recreation Room.

Tennis courts..... (3rd floor)



- Hours: 08:00 to dusk on Saturdays, Sundays, and holidays
- Tennis gear is available at the Front Desk.
- Reservations are accepted at Front Desk on a first-come-first-served basis (from one week in advance).
- You may use the tennis court up to two hours at a time.

Other facilities at the Center

Library room..... (2nd floor)



- Hours for usage by training participants: 07:00 to 23:00
- Staff members are present on Tuesdays through Saturdays from 10:00 to 18:00.

Lounges..... (6th ~ 8th floors)



- Hours: 07:00 to 23:00
- Eating and drinking are prohibited.
- Please use the lounges quietly.

Smoking room..... (5th floor)



- Available for use 24 hours a day
- Eating and drinking are prohibited.
- Please use the room quietly.

Japanese Overseas Migration Museum..... (2nd floor)



- Hours: Tuesdays through Sundays from 10:00 to 18:00
(Last admission: 17:30)
- Days closed: Mondays (or the following day if Monday is a holiday) and year-end and New Year holidays

Library room (Overseas Migration)..... (2nd floor)

- Hours: Tuesdays through Saturdays from 10:00 to 12:00 and 13:00 to 18:00
(Last admission: 17:30)
- Days closed: Sundays, Mondays, holidays, year-end and New Year holidays, and day at the end of the month for putting materials in order

Rooftop.....

- Entry prohibited



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Yokohama Center**

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August, 2018