

Yokohama Center Stay Guide



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English

Welcome to Yokohama Center

We are very pleased to welcome you to Yokohama Center. We staff members at the Center are prepared to do all we can to help you, who have come all the way to Japan from faraway places, to concentrate on your program and enjoy your stay in Japan comfortably.

Although Yokohama Center cannot provide you with luxurious amenities such as those you may find at first-class hotels, many of the staff members put all their hearts every day into performing tasks ranging from creating training and cultural exchange programs, preparing meals, and cleaning.









You may feel very busy with program but we hope that through exchanges with people in Japan as well as participants from many other countries, you will be able to make a lot of good memories in Japan.

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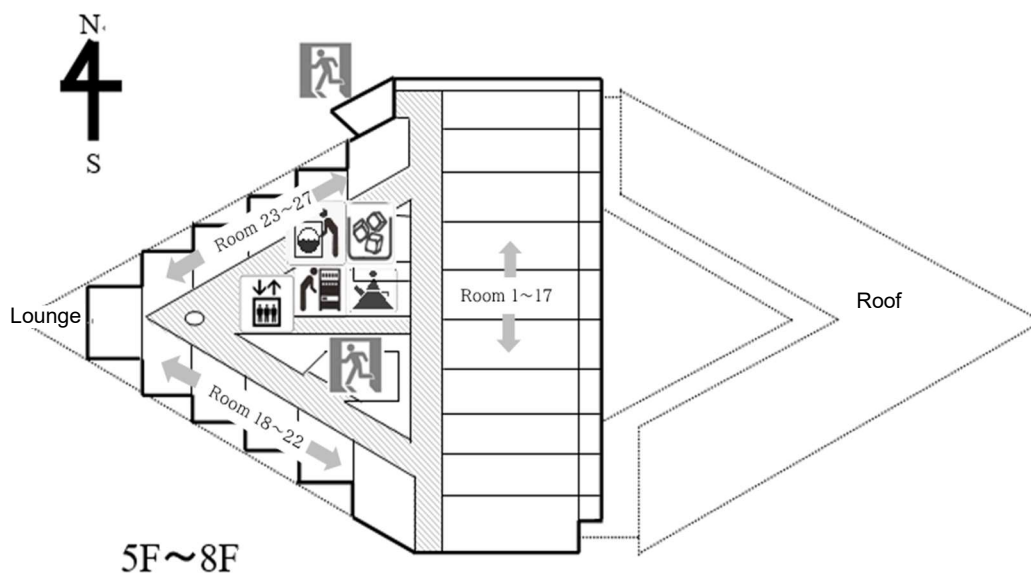
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1. Floor Plan

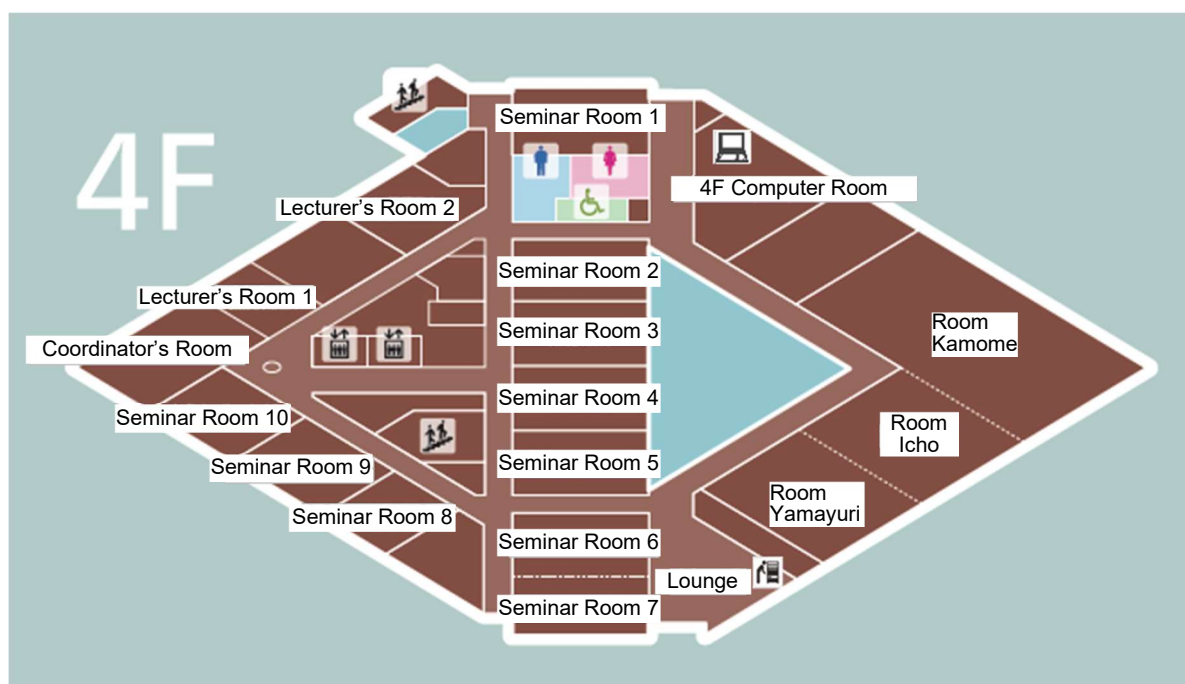


			
Emergency exit	Cafeteria	Vending machines	Cash dispenser for JICA training participants
			
Restroom	Computer	Elevator	Smoking area

3rd Floor	▪ Cafeteria: “Port Terrace Cafe”
	▪ Recreation Room
	▪ Japanese Style Room ‘Sakura’
	▪ Medical Consultation Room
	▪ Soft drink vending machines inside the Recreation Room
	▪ Book lounge: “BOOK-PORT”
	▪ Training gym
	▪ Smoking area (on the north side outside the door)
2nd Floor	▪ Library Room
	▪ Association of Nikkei and Japanese Abroad office room
	▪ Japanese Overseas Migration Museum
	▪ Reading Room (Japanese Overseas Migration Museum)
	▪ Gallery
	▪ Soft drink vending machines
1st Floor	▪ Front Desk
	▪ JICA office room, Meeting Rooms 1-4
	▪ Copy machine
	▪ Cash Dispenser (for participants only)
	▪ Soft drink vending machines
	▪ Money-changing machine (Japanese yen)
	▪ Breastfeeding Room
	▪ Gymnasium (Basement)
	▪ Prayer room for Muslims



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



8th Floor	▪ Guestrooms
	▪ Laundry room (for women only)
	▪ Hot water dispenser, ice-making machine
	▪ Soft drink vending machines
	▪ Lounge
7th Floor	▪ Guestrooms
	▪ Laundry room
	▪ Hot water dispenser, ice-making machine
	▪ Soft drink vending machines
	▪ Lounge
6th Floor	▪ Guestrooms
	▪ Laundry room
	▪ Hot water dispenser, ice-making machine
	▪ Soft drink vending machines
	▪ Lounge
5th Floor	▪ Guestrooms
	▪ Laundry room
	▪ Hot water dispenser, ice-making machine
	▪ Soft drink vending machines
	▪ Lounge
4th Floor	▪ Room Kamome, Room Icho, Room Yamayuri
	▪ 4F Computer Room
	▪ Coordinator's Room
	▪ Lecturer's Room 1, 2
	▪ Soft drink vending machines
	▪ Lounge

2. Requests to Guests

(Please read all the information below)

Please observe the laws of Japan and the rules of Yokohama Center.



- Possession of weapons and drugs is punishable by law.
- Behavior that disturbs others is prohibited.
- Political, commercial, and religious activities are prohibited.
- Always wear a name tag when you are outside of your room.

Please check emergency exits and evacuation routes after arriving to the Center.



- **In case of emergency...**
 - ✓ **Follow the instructions of staff and remain calm.**
 - ✓ **Do not use elevators. Use stairs to evacuate.**
- In case of fire...
 - ✓ Shout "Fire!" to alert others around you.
 - ✓ Please contact the Front Desk (dial "9").
 - ✓ If you notice smoke, cover your mouth and nose with a cloth and stay low.
- In case of earthquake...
 - ✓ Go under a desk/table and protect yourself such as by placing a pillow over your head.
 - ✓ In case of an emergency earthquake alert by the Japan Meteorological Agency (JMA), an announcement may be made throughout the entire building.

Drinking and smoking



- Smoking is strictly prohibited in all areas of the building including the guestroom, except in the smoking area on the 3rd floor (outside) (Smoking in the guestroom causes smoke detectors to sound).
- When emptying cigarette butts from portable ashtrays or other types of containers, **never put cigarette butts into a trash can in your guestroom (This may cause fire). Contact the staff for further information on where to dispose.**
- Please consume alcoholic drinks in the guestroom, the Cafeteria, or the Recreation Room on the 3rd floor.

Prohibition of use of products causing fire or smoke



- **Do not use heaters, toasters, iron, etc. inside the guestroom.**
- **Do not use fire- or smoke-causing products inside the building.**

Management of valuables



- Valuables should be stored in a safety box installed in the guestroom. See the "safety box manual" in the room for instructions.
- When going out, lock your room and leave the room key at the Front Desk staff.
- Do not allow other people in the guestroom; use the Recreation Room or the Lounges when having conversations.
- Yokohama Center is in no way responsible for any goods or cash etc. that have been lost.

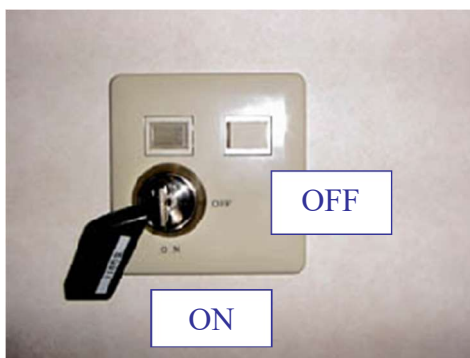
3. Guide to Facilities and Services

3.1 To participants upon arrival

Guestrooms

Keys

- Guestrooms are not equipped with an auto-lock system. Please lock your room with the room key when going outside.
- To turn on electricity in your room, insert your room key in a key slot on the wall near the entrance and turn it toward “ON”.
(An orange light above the key slot will lit.)
- When leaving your room, turn the room key toward “OFF” and remove it.
- Leave the key to the Front Desk staff when going outside.



Restroom



- Please discard **used** toilet paper into the toilet bowl.
- Discard all other waste papers into the trash can.

Air conditioner



- You can adjust the temperature in your room:
June to September: 28°C, December to March: 20°C
- Turn off the air conditioner when going outside.
- Please help us save energy.

Bath/shower



- Hot water is available 24 hours a day.
- Close the bathroom door when taking a bath/shower.
- Close the shower curtain when taking a shower.
- **Guestrooms on the 8th floor have different shower settings from other floors. Make sure to read the instructions put up beside the shower before use.**

Room making.....

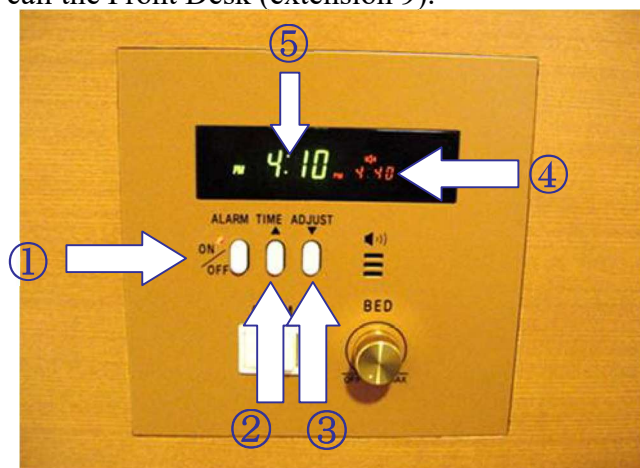


- Cleaning: 10:00 to 15:00, twice a week (excluding weekends, holidays, and year-end/New Year holidays)
- * Check the cleaning schedule.
- Bed sheet replacement: Once a week
- Bathroom floor mats are replaced when needed.
- Do not put food directly into drawers.
- Do not pour tea or juice into the hot water heating pots provided within the room.

Alarm clock.....

- Follow the instructions below to set the alarm clock.
1. Push button ① as in the photo below to set the alarm to the OFF position (red light goes off).
 2. Push buttons ② and ③ as in the photo below to set the alarm time ④.
 3. Push button ① to set the alarm to the ON position (red light turns on).
 4. To stop the alarm, press button ①.

Note: If the current time (⑤ as in the photo below) is incorrect, please call the Front Desk (extension 9).



Refrigerator.....



- Before you checkout, please empty the refrigerator.
- After your checkout, anything left in the refrigerator will be removed for disposal.

Opening Hours

Opening hours for guests are from **7:00 to 21:00**.

Curfew <21:00>.....

- In case you are going to be late for the curfew, please contact the Front Desk in advance.
* TEL: 045-663-3251
- After curfew, please enter through the back door.

Front Desk (lending equipment, mail, copy machine) (1st floor)

Business hours



- 7:00 to 23:00
- Front Desk : Extension “9”
- There are janitors on duty at nighttime. (In case of emergency, contact the janitors.)

Items on sale

The items below are sold at the Front Desk.

- Cardboard boxes, packing tape, dry cell batteries (AA x 4, AAA x 4), Portioned detergent, body care cream

Lending items

- Luggage carts, clothes iron, thermometers and stationeries are available for lent at the Front Desk.

Mail delivery services



Yokohama Center⇔Address in Japan*	
Incoming mail/parcel	<p>The Front Desk will contact the recipient when mail/parcel are received.</p> <p>*International mail/parcel as well can be received.</p>
Outgoing mail/parcel	<p>Postal mail: Not available</p> <p>Large-size parcel: Cardboard boxes are sold at the Front Desk. Fill out the shipping label there.</p>

Copy machine



- It's a coin-operated machine.
- Free copy services are available only when it's for training purposes.
- Use the Computer Room on the 4th floor to print files from USB or other external storage devices.

Phone/fax

Telephone.....(guestrooms)

Outgoing calls



From
guestrooms

In-house line: Dial "9" for calling the Front Desk, "3352" for the Health Consultation Room. To call a guestroom, add "2" in front of the room number.

Incoming calls

All calls from the outside are routed to guestrooms via the Front Desk. If there is no answer from the guestroom, the Front Desk will leave a message.
Hours for call transfer: 7:00 to 23:00 (Emergency phone service is available 24 hours a day.)
Guestrooms can be contacted directly using the phones within the Center. If you have problems with annoying phone calls, please consult the Front Desk.

FAX..... (1st floor)



Incoming

<Fax number>

From within Japan: 045-663-3265

From overseas: 81-45-663-3265

Only incoming fax is available and received at the Front Desk.

Meals

Cafeteria..... (3rd floor)

Port Terrace Cafe



Business hours

Breakfast: Monday through Friday: 7:00 to 09:00

Saturdays, Sundays and holidays: 7:30 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 or taking out food from the cafeteria.
- The cafeteria is open to the general public as well as staying guests. Please follow the rules applicable for all users of the cafeteria.
- If you plan to depart from or return to the Center during non-business hours, you may have your breakfast and dinner packed. Please let the Cafeteria know at least one day in advance.
Packed breakfast: Order by 10:00 the day before
Packed dinner: Order by 20:30 the day before

Vending machines..... (1st - 8th floor)



- Soft drinks on the 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, and 8th floors.

Health

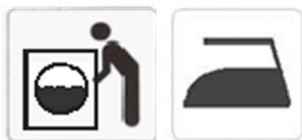
Medical Consultation Room: Extension 3352.....(3rd floor)



- Business hours
9:30 to 17:45 Monday through Friday
Except the Doctor's visiting day open from 12:30 to 19:30
- Once a month, a JICA doctor consults with the participants. The schedule is posted on the door of the Medical consultation room and Health Information board. (Mostly on the 2nd or 3rd Thursday of the month from 18:30 to 19:30)
- Consult the Front Desk during off-hours.
- Thermometers and SpO2 monitors are available for lent here. Blood pressure machines, weighing scale, body fat measuring device, bed exist but medicines are not provided here.

Laundry, hot water, ice

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



- Hours of operation: 7:00 to 24:00 (free of charge)
- Detergents are sold at the Front Desk on the first floor.
- There is a laundry room on each floor from the 5th floor to the 8th floor. (Upper case: Dryer, Lower case: Washer)
- The laundry room on the 8th floor is available only for women.
- Clothes 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
- Please be careful of burns from hot water.

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



- Available from 5th to 8th floor.
- Do not insert any objects into the ice-making machines.

Waste sorting

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



- Please sort waste appropriately in accordance with the guide on page 23.

Computers

Computer..... (4th floor)



Accessing the Internet with your own

- You can access the Internet from your room with your own PC.
- Connect using the LAN cables provided in your room or by Wi-Fi.
- IP address for the LAN will be assigned automatically (DHCP).
- The Wi-Fi password is shown on the router in your guestroom.

Room	OS	Date and time when service is available
4F Computer Room	Japanese /English	Monday, Tuesday, Thursday, Friday, and Sunday: 24 hours Saturday and Wednesday: 7:00 to 23:00

Smoking

Smoking area.....(3rd floor)



- The area is located outside the door on the north side.
- Smoking is strictly prohibited in all areas within the building **(including the guestroom)**, except in the smoking area. **Never put cigarette butts into any trash box in the center.**
- Smoking in public spaces around Yokohama Center is prohibited by a municipal ordinance.

= 3.2 To participants currently staying at the Center =

Cash dispenser

SEVEN BANK(1st floor)



- The dispenser is located at the lobby on the 1st floor.
- Operating 24 hours
- ATM service fees may be charged.

Money changing



【Japanese yen】 (1st floor)

- 10,000-yen, 5,000-yen, 2,000-yen, and 1,000-yen bills* may be changed to smaller bills and coins using the money-changing machine.

*New banknotes issued in 2024 not accepted.

【Foreign currency】

- For foreign currency exchange, please consult the nearby banks or money changing machine.

You can check their locations at the Front Desk.

Transportation

Transportation(1st floor)



- You can obtain a map of the area around Yokohama Center at the Front Desk (Extension “9”).

Taxi..... (1st floor)



- The Front Desk can arrange a taxi for you.

Cars, motorcycles.....



- Driving or riding is prohibited.

Physical exercises

Exercise facility and equipment..... (Basement floor and 3rd floor)

-Location-

Gymnasium	1st basement
Training gym	3rd floor

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

Recreation Room

Recreational items.....(3rd floor)

Billiard, piano, magazines, film
Eating and drinking are permitted in the Recreation Room.

Newspapers/magazines

Newspapers/magazines..... (Library Room on the 2nd floor)



- Opening hours for participants: 7:00 to 23:00
- A newspapers in English is available.
- Please read it in the Library Room.

Sleepovers, going out, meeting visitors, etc.

Going out and sleepovers.....

- **Always leave your room key to the Front Desk staff when you go out.**
- **When planning to sleep over elsewhere, please submit a sleepover notification form to the Front Desk in advance.**
- Sleepovers are permitted only on weekends (nights of Fridays, Saturdays, and the day before a holiday).

Meeting visitors.....



- Visiting hours: 7:00 to 21:00
- Use the Lobby on the 1st floor or the Cafeteria on the 3rd floor.
- Visitors may not enter the guestroom floors.

Accommodating family members.....

- Basically, not allowed.

Furniture.....

- Do not move the furniture.
- You are required to pay the cost of repairment for any damage or breakdown of the furniture for which you are responsible.

Posters.....

- Displaying posters inside Yokohama Center requires the approval from the Administration Division of the Yokohama Center.

Other facilities at the Center

Rooftop.....

- Entry is prohibited.

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



Eating and drinking alcohol are prohibited.
Please use the lounges quietly.

Library Room (International Cooperation)(2nd floor)



- Opening hours for participants: 7:00 to 23:00
- Staff members are present on Tuesdays through Sundays from 10:00 to 18:00.
- If Monday falls on a holiday, staff members are absent on the following Tuesday.
- You need a library card to check out books.

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

Reading Room (Japanese Overseas Migration Museum)(2nd floor)

- Hours: Tuesdays through Saturdays from 10:00 to 12:00 and 13:00 to 18:00 (Last admission: 17:30)
- Closed days: Sundays, Mondays, holidays, year-end and New Year holidays, and on a maintenance day at the end of the month

Lobby.....(1st floor)

- Eating is prohibited in the Lobby.

3.3 To participants before checking out

- See page 8 and 9 for sending postal mail/parcel.
- Please empty the refrigerator before you checkout.

Check out <10:00>.....(1st floor)



- If you want to check out on a later time, please consult the Front Desk. (We may not be able to respond to your request depending on the rooms' availability)
- **Please make sure you return the room key to the Front Desk.**
- **Check if you have not left any personal belongings in the guestroom and the building.**
- **Do not take with you equipment furnished in the Center. Incoming trainees will not be able to use them.**

4. About Sexual Harassment

Sexual harassment is prohibited by Japanese laws and rules and regulations of JICA, and JICA does not tolerate any of such conduct. This applies not only to JICA participants but also to other JICA-related persons. JICA and other relevant authorities will take necessary measures against those who are suspected of conducting sexual harassment.

We ask that everyone keep these guidelines in mind and give due consideration to Japanese morals, social customs, and laws and regulations.

Definition of Sexual Harassment

Sexual harassment is defined as undesirable sexual behavior during program, visits, home visits, recreational activities, or in private life. It does not matter whether such behavior has been conducted at the Yokohama Center or elsewhere. In general, whether such behavior is considered sexual harassment or not depends on how the victim takes it.

Sexual harassment generally refers to the behavior based on a person's sexual interests and desires, but it also includes behavior based on preconceptions of gender.

If you are a victim of sexual harassment

- (1) If you receive sexual harassment, please feel free to contact JICA at any time through the staff at Yokohama Center. If you find it difficult to talk to these people by yourself, please contact JICA through people whom you can trust or by having them accompany you.
- (2) JICA will listen to your complaints, provide advice as necessary, and do its best to resolve issues quickly and appropriately. JICA will also take any necessary action on behalf of any one of you. Since strict confidentiality is imposed on all Yokohama Center staff, please do not hesitate to contact us if you would like to be consulted on an anonymous basis.
- (3) JICA will promptly investigate complaints of sexual harassment against JICA program participants and determine whether such act has actually been committed. If an allegation is proven to be true, JICA will suspend the person who committed the act from any further participation in training courses and ask the person to return home early before the end of the course. Moreover, JICA will notify the government of the offender's country to that effect.
- (4) Please keep a record of those acts. You should write down when, where, who, what, and how such acts were committed. If there are witnesses, you should seek their testimony.
- (5) If a training participant is arrested by the police, the case will be handled in accordance with the laws of Japan.

If you have witnessed sexual harassment

- (1) Do not condone sexual harassment simply because it has nothing to do with you. Do not forget that there are people who cannot stand up to sexual harassment because of their position.
- (2) If you notice that someone is a victim of sexual harassment, be courageous to offer help, warn the offender, offer to testify, and if the victim wishes to meet the staff at Yokohama Center, offer to escort that person. Also, if you have heard from a third party that someone is a victim of sexual harassment, please try to support the victim as much as you can. It is important that you do not blame the victim and not take hasty action without the permission of the victim.

To avoid actions that are considered sexual harassment

- (1) To avoid actions that are considered sexual harassment, the following points are important.
 - (a) Recognize the feelings of Japanese people you will be meeting.
 - (b) Discard the notion that you can treat other people as a sex object.

- (c) Do not associate superiority and inferiority with gender difference.
- (d) Recognize the authority of your position and give consideration to sensitivity to gender discrimination in society.
- (2) Please understand that people in different positions, of different gender, and having different views react differently to sexual behavior. You also need to understand that people with different social, cultural, religious, or generational backgrounds react differently.
 - (3) Do not repeat behavior found to upset or make others feel uncomfortable.
 - (4) Please understand that people do not necessarily always express their discontent over your words and actions. It is a mistake to think that a person is not angry with your words and actions just because that person did not complain. Please do not forget that there may be people around you who are offended even if you conducted acts against a person with the consent of that person. Furthermore, please fully understand that behavior that makes a person uncomfortable will be considered as sexual harassment regardless of your intentions, and having been drunk will be of no excuse.

Examples of behavior considered as sexual harassment

Examples of behavior considered as sexual harassment are as follows. However, do not forget that behavior not included in the following examples may fall within the scope of sexual harassment depending on the customs of other countries.

- (1) Comments of a sexual nature
 - (a) Comments based on sexual interests and desires
 - 1) Talking about physical characteristics such as asking a woman about her measurements
 - 2) Making obscene jokes
 - 3) Asking a woman who seems to be ill if she is getting a period or is already suffering menopause
 - 4) Asking questions about one's sex life and sexual experiences
 - 5) Spreading sexual rumors on someone or making someone a subject of sexual teasing
 - (b) Remarks based on gender-based discrimination
 - 1) Making comments such as "You have no guts even though you are a man", "You cannot entrust work to a woman", "Women are only needed as decorative object for the workplace."
 - 2) Calling people by names that defy their personality such as "young boy, young girl", "young lady", "daddy-o, aunty".
- (2) Sexual behavior
 - (a) Behavior based on sexual interests or desires
 - 1) Putting up posters of nude men or women, displaying pornographic images on the computer screen
 - 2) Intentionally showing or reading obscene articles and the like from magazines, etc.
 - 3) Gazing persistently at someone's body
 - 4) Persistently asking someone out on a date or dinner
 - 5) Making phone calls with sexual content or sending a letter or e-mail with sexual content
 - 6) Touching someone's body unnecessarily (Pay attention as kissing and hugging that are normal ways of greeting in foreign countries, and even placing a hand on someone's shoulder may be judged as sexual harassment in Japan.)
 - 7) Peeping in bathrooms, dressing rooms, etc.
 - 8) Forcing someone into having a sexual relationship
 - (b) Act based on sexual discrimination
 - 1) Forcing someone to perform tea serving, cleaning, personal tasks, etc. just

because that person is a man or woman

- 2) Forcing someone to sing a duet at a karaoke house
- 3) Forcing a person of the opposite sex to sit next to, serve liquor, or dance together at a drinking party

5. JICA Environmental Policy

JICA Environmental Policy

(Translation from the original version in Japanese)

1. Basic Concept

The greatest responsibility of humanity is to provide a rich and diverse global environment for the future generations.

The increasing scale and diversity of man's activities have resulted in several serious environmental issues, such as global warming, depletion of the ozone layer, air and waste pollution, soil contamination, deforestation, and desertification—all of which risk the future of humanity.

Japan International Cooperation Agency (hereinafter referred to as JICA) is determined to protect our global environment that is extremely vital for the survival of mankind and natural life on earth. It also seeks the balance among environmental conservation, social prosperity, and sustainable development.

2. Basic Policy Guidelines

As stated in the "Law on General Rules of Japan International Cooperation Agency," JICA's mission is to "contribute to the promotion of international cooperation and to the sound development of Japan and the international socioeconomy by contributing to the development or reconstruction of the economy and society, or economic stability of overseas regions which are in the developing stage," particularly to global environmental protection in compliance with environmental laws and regulations. Furthermore, in order to prevent and reduce negative environmental impacts that result from JICA's activities, JICA will utilize an environmental management system and shall work continuously to improve it. The system will be based on the following policies:

(1) Promotion of environmental measures through international cooperation activities

Based on the Japanese government's Official Development Assistance (ODA) policies, JICA will promote cooperation activities for the protection and improvement of the environment. JICA will continue to:

- Promote international cooperation and projects that contribute to environmental protection in developing countries; and
- Mitigate any adverse environmental impacts of development programs and projects in accordance with the guidelines for environmental and social considerations.

(2) Promotion of activities for general environmental awareness

With the aim of raising public awareness, JICA collects information about environmental issues. JICA will continue to:

- Carry out promotional and educational activities by introducing JICA's programs on environmental issues;
- Conduct surveys and research on environmental issues, and develop relevant proposals; and
- Implement continuous training through seminars and guidance programs for JICA all employees and personnel engaged in JICA's activities.

(3) Promotion of environmentally friendly activities within JICA offices and other JICA facilities

JICA promotes environmental programs to reduce any negative impacts caused by its activities at offices and other facilities. JICA will continue to:

- Promote waste reduction, resource and energy conservation, recycling; and
- Procure environmentally friendly products based on the "Law on Promoting Green Purchasing" and other relevant laws and regulations.

(4) Compliance with environmental laws and regulations

JICA will consistently adhere to relevant environmental laws and regulations.

This Environmental Policy will be communicated to all employees and personnel who work in or on behalf of JICA, and also be publicized.


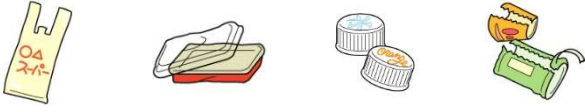



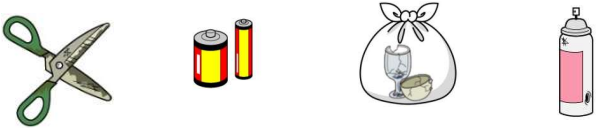



1st October 2015

President

Japan International Cooperation Agency

6. Waste Sorting Guide

Source of illustration: Website of Ministry of Economy, Trade and Industry (<https://www.meti.go.jp/policy/recycle/main/data/illust/>)

Disposal location	Type	Example		Notes
Trash cans in guestrooms	Burnable waste	Food garbage, used tissue papers, etc.		
	Plastic	Plastic bags, plastic containers and packaging, plastic products, lids and labels of plastic bottles, etc.		Leftover food is burnable waste. It is not a problem if there is a little bit of residue.
Trash cans in the hot water supply room	Cans and glass bottles	Empty beverage cans, glass bottles, etc.		Please empty the contents.
	Pet bottles	Empty beverage Pet bottles		
	Paper	Copy paper, cardboard, newspapers, books, magazines, sticky notes, scratch paper, candy boxes, etc.		Please fold boxes and flatten them
	Metal, risky and hazardous waste	Metals such as clip or scissors, batteries, cracked glass, spray cans, etc.		Please put broken glass in a plastic bag
Ashtrays in smoking area	Cigarette butts	Contents of a portable ashtray		Please don't mix with burnable waste
Things to contact the Front Desk about	Oversized waste	Suitcase, electronic equipment, electrical products, etc.		
Things to contact the Front Desk or Medical coordinator room about	Needles and medical equipment	Needles • Syringes • Blood glucose monitoring sensors, etc.		Please do not dispose of needles and syringes in the trash.

7. Local Area Maps You can obtain various maps at the Front Desk.

