

# Building Use Guide



## 1 . Using Seminar Rooms, Lecture Halls, and Conference Rooms

Reservations can be made through [Cybozu](#). If the room will be used by students only, you need to receive permission from a faculty member in advance, and please make a reservation through your adviser or secretary of your laboratory. You can borrow the room key at the General Affairs Team.

## 2 . Air Conditioning

In some rooms, it may not be possible to switch between cooling and heating using the wall-mounted remote control. If there is a base unit in room in the same row, please ask that room to switch between cooling and heating or contact the Kibantou-Director's office (Ext.63836). Air conditioning filters are cleaned by contractor once a year.

## 3 . Domestic Wastewater

Please never drain laboratory wastewater into the domestic sewage system (sinks in student rooms, lounges, and restrooms). Conversely, please never drain domestic wastewater into the laboratory sewage system (sinks in labs including in fume hoods). The domestic wastewater from all Kashiwa Campus buildings is constantly monitored to make sure that it does not exceed Kashiwa City's concentration limits for certain wastewater constituents, and be checked to standards stricter than those for ordinary household wastewater. Please try not to leave any leftover food or drink, if you flush down the sink, be sure to drain it while diluting it with a large amount of water.

e.g. for beverages and juices containing sugar and milk, dilution of 50 times is recommended.

## 4 . Lounges

All floors from the third to the seventh in Kibantou have communal spaces that induction cookers, sinks. These lounges may be freely used, but be sure to tidy them after every use.

## 5 . Shower Room

The men's and women's changing rooms of the second floor in the west wing of Kibantou are equipped with showers. The showers are available for use 24 hours a day, but are always locked. The registration to use the showers is necessary beforehand. When you use the shower room for the first time, please confirm the entry code number with the General Affairs Team and fill out the necessary information in the ledger.

The code number is changed periodically.

## 6 .Smoking Area

Smoking areas around Kibantou are located to the left of the north entrance on the first floor of the east wing, and under the emergency stairs outside the north entrance in Jikkentou. No smoking in the building.