

**Hokkaido University
Employee Housing (Sapporo Area)**

Guide for Residents



Hokkaido University

2023.4 ver.

**Please keep the "Guide for Residents" safe and dispose of it when you move out.
The same information is also available on the website (accessible only from within
the University).**

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Introduction

The "Guide for Residents" is a summary of what you need to know if you are moving into employee housing.

The employee housing was established for the purpose of contributing to the smooth running of the University's operations, and is stipulated by the "National University Corporation Hokkaido University Rules for the Renting of Accommodation" and the "National University Corporation Hokkaido University Regulations for The Renting of Accommodation". Since employee housing is different from ordinary rental housing, please comply with these rules and regulations, as well as the "Conditions for Renting Housing" on the reverse side of the "Application Form for Renting Housing" when moving in.

The management of the employee housing is entrusted to the following management company. Contact the management company for any inquiries, consultations, or complaints regarding employee housing.

【Management Company】

Tokyu Community Corp. (Dedicated Contact for employee housing)

TEL : 011-325-5512 (Weekdays 9:00-18:00,

excluding year-end and New Year holidays)

011-272-7783 (Times other than above, emergency contact)

FAX : 011-272-7808

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Charges

1. Rent and parking fees

- The University will decide the charges based on the rules and regulations, and will notify in advance if there is a revision.
- In principle, the amount for the current month is deducted from the current month's salary.
- In the month you move in or move out, the necessary procedures for salary deduction may not be completed in time, in which case the adjustment will be made from salary from the following month.
- If you move in or move out in the middle of the month, the charges will be calculated on a daily basis.
- If salary deductions are temporarily impossible due to childcare leave, etc., notify the Housing Unit of your department as soon as possible.

2. Repair costs

The resident will be responsible for the cost of repairs made to items that do not interfere with use (such as stains or deterioration) during the residency. (Refer to P18 for details regarding repairs.)

3. Restoration costs

When moving out of employee housing, it is necessary to restore it to the original state at the expense of the resident who is moving out. (Refer to P27 for details regarding restoration.)

4. Common-area maintenance charges

The residents' association of each housing unit collects common-area maintenance charges for the maintenance of common areas and the improvement of the surrounding environment. Since the amount, use, and collection method for common-area maintenance charges vary depending on the housing unit, check with the residents' association or the duty manager.

(Reference: Example of usage of common-area maintenance charges)

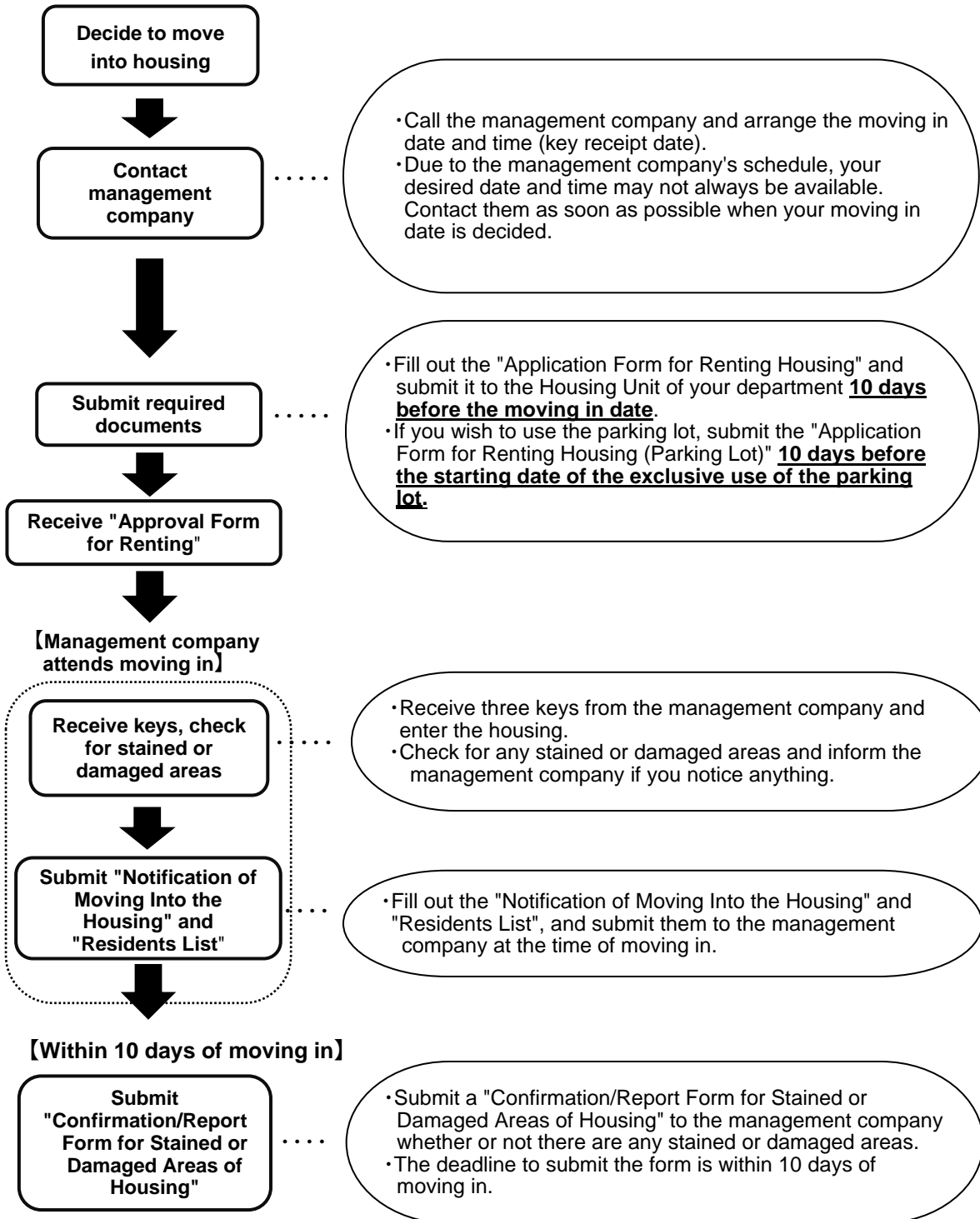
- Electricity charges for common areas (stairs, stair landings, vestibules)
- Mowing grass on the premises of the housing
- Drain pipe cleaning
- Water and sewerage charges (Hokko Housing Building No. 504)
- Electricity charges for pump rooms (Hokko Housing Building No. 504, Misono Housing Building No.501 and 502)
- Snow removal costs (snow removal from parking lots is outsourced to a contractor)

As the University has no involvement with the common area maintenance charges, it cannot respond to inquiries or complaints.

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Procedures for Moving In

1. Flowchart



* Refer to the examples available on the website when filling out each application form.

4	Utilities
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Residents must apply for their own contracts for electricity, city gas, water, and Internet connection.

1. Electricity

Supplier (example)	Phone number	Office Hours
Hokkaido Electric Power Co., Inc.	0120-12-6565	Weekdays 9:00-17:00 Saturdays 9:00-15:00 Closed on Sundays and public holidays

2. City gas (Toshi gas)

Supplier (example)	Phone number	Office Hours
Hokkaido Gas Co., Ltd.	0570-008800	Weekdays 9:00-19:00 Weekends and public holidays 9:00-17:00

- City gas is connected to each housing. Residents are required to apply for a gas contract with the gas supplier on their own. In addition, do not repair or install gas appliances by yourself, and make sure to request a specialized contractor to do so.
- To prevent gas accidents, install a gas leak alarm near the ceiling.

3. Water supply

The contracting method differs depending on the housing unit.

- a. Hokko Housing Building No.1, No.501, and No.503, Misono Housing Building No.501 and No.502:

As it is an individual contract, residents must apply to the Sapporo Waterworks Bureau themselves at the time of moving in.

Sapporo Waterworks Bureau TEL 011-211-7770 (8:00 - 21:00 (open every day))

- b. Hokko Housing Building No. 504:

No contract with the Waterworks Bureau is required. Water charges are collected for each housing unit along with common-area maintenance charges (Refer to P2 "4. Common-area maintenance charges").

4. Internet connection

Residents must contact an Internet service provider and apply for an Internet connection contract on their own, including details of the plans they can subscribe to.

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Parking Lot

Parking spaces are available only for the residents or roommates.

Due to the limited number of parking spaces available, as a rule, only one vehicle can be used.

1. When you wish to use the parking lot

(submit the form to: the Housing Unit of your department)

- Fill out the necessary information in the "Application Form for Renting Housing (Parking Lot)" and submit it at least 10 days before the starting date of the exclusive use of the parking lot.
- After your application has been approved and you have started using the parking lot exclusively, submit the "Notification of Moving Into the Housing" promptly. Leave blank "1 Location of the housing" through "4 Date of moving into the housing". Fill in your name and affiliation and "5 Designated parking lot" through "7 Starting date of the exclusive use of the parking lot" in the "Notification of Moving Into the Housing". In addition, the "Name of the Observer/Manager" at the bottom can be left blank (the management company will not be present on the starting date of the exclusive use of the parking lot).

2. "Certificate of Approval for Use of Storage Space"

(submit the form to: the Housing Unit of your department)

If a "Certificate of Approval for Use of Storage Space" is required for a "Parking Certificate (Shakoshoumei)", fill in the address, telephone number, and name in "User" in the "Application Form for Certificate of Approval for Use of Storage Space". The address to be entered here should totally match the address on the Resident Record (if the full address is different, you may be asked to correct it when submitting the form to the police station). Since it takes about a week to 10 days to issue the Certificate, make sure to apply well in advance.

3. Continue to live in the housing but stop using the parking lot

(submit the form to: the Housing Unit of your department)

- Inform the management company in advance of the date to vacate the parking lot.
- After vacating the parking lot, submit the "Notification of Moving Out of the Housing" promptly. Leave blank "1 Location of the housing" through "6 Reason for moving out the housing" and "10 Date of completion or expected date of restoration ". Fill in "7 Designated parking lot" through "9 Reasons for vacating parking lot" in the "Notification of Moving Out of the Housing". The "Name of the Observer/Manager" at the bottom can be left blank (the management company will not be present when only the parking lot is vacated).

1. Common areas

- All residents are requested to properly manage the areas shared by residents, such as the open spaces, stairs, and surrounding grounds of the housing, and to keep them clean, tidy and well maintained. In addition, do not occupy common areas such as stairs, stair landings, and vestibules by placing personal belongings, as they may obstruct the passage of other residents and also interfere with evacuation in the case of an emergency.
- Parents should be careful, as some of the parks located in the housing areas may be dangerous for small children to play in alone. If anything is damaged, stop using it immediately and contact the management company.

2. Bicycle parking space

Please park your bicycle in an orderly manner. Do not just leave bicycles that are no longer needed, but dispose of them yourself.

3. Entrance

- When you move in, display your name on the nameplate (room nameplate) and the collective mailbox.
- The door is designed to close automatically to prevent the spread of fire. If you let go of the door to close it, it may make a loud noise, therefore try to open and close it quietly.
- If the hinges are damaged or distorted, the door will not close, do not place a piece of board on the door to keep it half-open.
- The entrance is not waterproof. Do not clean by using running water as this may cause water to leak downstairs.

4. Rooms

- Do not attach cellophane tapes, stickers, embroidered patches, etc. to the walls of your room.
- Maintain the fittings in good condition by daily maintenance, such as preventing dust from accumulating on the door thresholds.

- Floors other than the bathroom are not waterproof, if you accidentally spill water on the floor, wipe it up immediately and contact the resident downstairs to prevent any inconvenience. If water leakage causes damage to residents downstairs, the resident responsible will be required to pay compensation.
- If you find any abnormalities, such as cracks in an electrical wall outlet, contact the management company immediately.

5. Kitchen

- The kitchen is prone to condensation due to heat and humidity therefore make sure to provide sufficient ventilation by opening windows or using an exhaust fan. If mold develops, cleaning up is necessary at the resident's own expense.
- The area under the sink is wet and prone to rot. Wipe it frequently with a dry cloth and check periodically for water leaks.
- Make sure to keep the sink strainer and drain trap in the sink attached, and do not allow food scraps or trash to flow down the drain pipes. If the drain pipe becomes clogged, the resident will be responsible for resolving the problem at their own expense.
- Walls and exhaust fans are easily soiled by oil fumes, clean them regularly with a neutral detergent.
- If you neglect regular cleaning, the oil may harden and the exhaust fan may stop working. In this case, cleaning and repairing the exhaust fan is necessary at the resident's own expense.

6. Bathroom, washroom, laundry space

- Bathrooms, washrooms, and laundry spaces are humid and prone to condensation and mold. Drain the water from the bathtub without storing it for a long time, and make sure to provide sufficient ventilation by opening windows or using a ventilation fan.
- When the washing machine is not in use, close the water tap.
- The most common cause of water leaking downstairs is washing machine drainage. If you live in housing without a washing machine drain pan, take measures to ensure that water can drain into the bathroom, such as raising the bottom of the washing machine with blocks to create a slope, and placing the drain hose in the bathroom.
- In some housing which has a washing machine drain pan, regularly check that the washing machine drainage is normal and that there are no water leaks, and clean the drains. Since washing machine drain pans are sensitive to impacts, handle them

carefully and avoid placing heavy objects on them.

- Avoid leaving housing with the washing machine in use.
- If water leaks cause damage to the residents downstairs or to their household goods, the person responsible will be required to compensate them. The University has no involvement regarding how to compensate or the amounts. Please coordinate through discussion among residents.

7. Restroom

- If foreign objects clog the drain pipes, the toilets on each floor will become unusable, and the resident is responsible for repair costs. Make sure to use toilet paper that easily dissolves in water, and do not flush anything else.
- Do not flush items such as paper towels that are labeled as "safe to flush down the toilet" as they may cause blockages.
- The floor of the restroom is not waterproof, if you spill water on it, wipe it up immediately.

8. Balcony (veranda)

- The balcony has an evacuation hatch for use in the event of a fire, and a partition board that can be broken open to evacuate to the next door. Do not place any objects near these areas, as they may obstruct evacuation.
- Do not place items that take up space, such as bicycles or tires, not only near the partition board but anywhere on the balcony.
- Plant pots can be dangerous if they fall, be careful about where you place them, their size, and keep them out of danger.
- Never place flammable items such as kerosene tanks on the balcony, as there is a risk of spontaneous combustion due to the rising liquid temperature or arson.
- Do not allow children to play on the balcony as there is a risk of them falling accidentally.
- Be aware that sprinkling water on the balcony may stain the downstairs balcony or cause water leakage. Also, clean drainage ditches and drains regularly to prevent water from accumulating.

9. TV

- The housing is equipped with a communal antenna for Digital Terrestrial Television Broadcasting. If you wish to watch satellite broadcasting, sign a contract and install the antenna yourself.
- When installing an antenna, submit the "Application Form for Redecoration of Housing" to the University in advance and obtain approval. Make sure that the antenna installation does not disturb other residents.

10. Fan heater

Clean the gas fan heaters installed in some rooms regularly by using a vacuum cleaner to remove dust from the hot air outlets and air filters.

11. Noise, vibration

There are many complaints and troubles regarding noise in housing. Sounds such as radios, televisions, stereos, musical instruments, footsteps, opening and closing of doors and windows can cause a great nuisance to the neighbors if they are too loud (vibrations from the floors directly above are most likely to be heard). Especially at night, even small sounds can easily be transmitted, therefore, you need to be more careful. Please be considerate of each other by being aware of everyday noises and walking quietly in common areas such as stairs and stair landings.

12. Garbage disposal

Dispose of garbage at the garbage station located at each housing unit. Rules such as collection days vary depending on the area, check the Sapporo City website and make sure to follow the rules when taking out your garbage.

If even one person does not follow the rules, it not only spoils the clean environment but also causes trouble between residents. Please work together to maintain a clean environment.

The Sapporo City website "How to dispose of household waste"

https://www.city.sapporo.jp/seiso/gomi/dashikata_menu.html (in Japanese)

https://www.city.sapporo.jp.e.ain.hp.transer.com/seiso/gomi/dashikata_menu.html
(in English)

13. Ventilation (prevention of condensation and mold)

Since housing units do not have sufficient natural ventilation due to their structures, condensation tends to form during the winter when heating equipment is used and during humid seasons, especially on the north wall and the walls at both ends of the building. If you leave the condensation, mold will develop, therefore make sure to wipe it off immediately.

If mold develops, cleaning up is necessary at the resident's own expense, therefore we recommend that you take the following measures to prevent mold.

- Open windows and Oshiire (Japanese-style closet) as much as possible on sunny days to improve ventilation indoors.
- In order to improve ventilation between the furniture and the wall, place the furniture approximately 10cm away from the wall.
- Put a commercially available anti-condensation sheet etc. on the window.
- Place a Sunoko (slatted wooden board) inside the Oshiire (Japanese-style closet).
- Try to avoid generating water vapor indoors as much as possible, and when cooking, turn on the exhaust fan to let the water vapor out.
- When kerosene or gas burns, a large amount of water vapor is generated, ventilate regularly when using a heater or gas appliance.
- If the walls or windows become damp, wipe them off frequently with a dry cleaning cloth.

If mold develops, keep the area well-ventilated, dry it, and remove it with a brush. If it grows on wallpaper, it can be wiped off with detergent.

14. Chimney clean-out door

If there is a chimney clean-out door in the room, open it regularly (about once a year) and scrape out the soot inside.

15. Other

As a general rule, the University does not get involved in private matters. In principle, disputes that occur between residents must be resolved between the parties concerned.

7 Repairs during Residency

1. Categories of repair costs

Residents are obligated to use their rented housing with the care of a good manager (National University Corporation Hokkaido University Rules for the Renting of Accommodation (hereinafter referred to as the "Rules") Article 13).

In addition, based on Article 12, Item (v) and Article 14 of the Rules, there are some items that the residents may be required to repair at their own expense. The categories of the repair burden and expenses during residency are as below. Even if the University is responsible for the costs below, if the cause is the resident's responsibility or the University did not install the item, the resident will be responsible for the expense.

In principle, the University will not be responsible for repairs to items that do not interfere with use (such as stains or deterioration) during the residency. If repairs are made during the residency, be aware that the resident will be responsible for the cost of the repairs. If the degree of deterioration is so severe that continued use of the housing is impossible or dangerous, please contact the management company.

For the restoration work to return to the original state, at the time of moving out, the cost burden will be divided between the resident and the University under the "Implementation Standards for Restoration of National University Corporation Hokkaido University Employee Housing" described below. Refer to P29 for details.

Table of repair burden categories during residency (building in general)

Item	Contents	Burden categories	
		Resident	The University
General	Minor routine repairs* (partial repairs, replacement of supplies, touch-ups)	○	
	Repair and replacement caused by mold, condensation, neglect of water leakage, lack of cleaning, redecoration, etc.	○	
	Damage and stains caused by use beyond normal use	○	
	Repairs caused by reasons attributable to the resident	○	

	Structurally significant repairs (repair of water leaks from piping)		<input type="radio"/>
	Repair to replace the entire facility when partial repair is not possible (except in the case of deterioration or damage due to long-term use by the resident)		<input type="radio"/>
	Other items deemed necessary by the University due to special circumstances		<input type="radio"/>

*The following table shows the items that fall under the above "Minor routine repairs".

Items that fall under minor routine repairs
(In principle, the resident bears the cost)

(1) Walls, ceilings, floors, fittings, tatami mats, etc.

Item	Contents
Interior (walls, ceilings, columns, beams, floors)	Cleaning, painting, repair and replacement of wallpaper, kitchen panels, rough surfaces, repair of peeling
Fittings (including windows and Fusuma (Japanese-style sliding doors))	Reupholstering of Fusuma, installation of screens (including rails), replacement of screens, replacement of glass and filling of glass putty (including rubber putty), repair and replacement of handles, pull handles, locks, keys, hinges, door rollers and other fixture accessories (except for replacement of door closers), repair and painting of window frames
Steel fittings (entrance doors, etc.)	Painting, minor repairs to fittings, repair and replacement of glass, chains, door scopes, doorstops, door rollers, pull handles, doorknobs, hinges
Tatami mats	Reupholstering tatami mats, replacing with new tatami mats

(2) Electrical equipment

Item	Contents
Lighting equipment	Installation and repair of main units, repair and replacement of light bulbs, electric lights, LED lights, fluorescent lamp starters, switches, covers, sockets, hanging brackets, support brackets, gaskets and other parts
Switches, outlets	Repair and replacement of various switches, plates, and outlets
Ceiling rosettes	Repair and replacement of ceiling rosettes
Door chimes, door buzzers	Repair and replacement
Ventilation fans	Cleaning, repair and replacement of switches, strings, shutters and other parts
Range hoods	Cleaning, filters, light bulbs
TV terminals	Repair of TV terminals
Phones	Everything including wiring, modular jacks
Internet	Connection and removal of Internet wiring, LAN connectors, optical line outlets

(3) Water supply facilities

Item	Contents
Water taps	Repair and replacement of water taps

Water pipes	Painting, repair and replacement of pipe insulation foam tubes (except for sections buried underground, sections embedded in the columns and walls), repair of water leakage due to freezing of water pipes (except for sections buried underground), water leakage from faucet attachment sections
Shower faucet	Repair and replacement of shower faucet

(4) Drainage facilities

Item	Contents
Drain pipes	Routine cleaning, painting, unclogging, periodic drain pipe cleaning by a specialized contractor
Drain traps	Cleaning
Hardware for drainage (sink, laundry, floor drainage)	Repair of drain traps and other parts, replacement of sink strainers, cleaning, unclogging
Catch basins	Cleaning, repair and replacement of lids

(5) Sanitary facilities

Item	Contents
Wash basins, hand basins	Repairs and replacement of plugs, chains
Restrooms, toilets	Repair and replacement of toilet seats, lids, and hinges, replacement of restroom interior components (paper holders and towel rails), repair and replacement of toilet ventilation pipes and ventilators
Washing machine drain pan	Cleaning, repair
S-Traps, P-Traps (S-shaped drain pipes)	Repair
Flush valves	Repair and replacement of parts
Fixtures in restrooms	Repair and replacement of paper holders, towel rails

(6) Gas equipment

Item	Contents
Gas pipes	If repairs are required, consult with the management company.
Gas cocks	
Gas leak detectors	
Gas bath boilers	Repair of malfunctions caused by freezing due to incomplete drainage, cleaning (refer to (7) for shower heads and hoses)
Gas fan heaters	Repair of malfunctions due to clogged filters

(7) Bathtubs, bathroom fixtures, etc.

Item	Contents
Bathtub	Cleaning, repair of accessories (plugs, chains, circulation ports, hot water outlets, etc.)
Bathtub cover, Sunoko (a bath mat)	Repair and replacement (must be replaced at the time of moving out)
Bathroom	Painting of walls and ceilings (must be painted at the time of moving out), repair of mirrors, repair and replacement of light bulbs, light covers, doors, shower heads, shower hoses, shower hooks, sink strainers, drain traps (refer to (5) for wash basins and hand basins)

(8) Other facilities

Item	Contents
Kitchen equipment	Repair and replacement of kitchen equipment (sinks, hanging cupboards, kitchen lights, stoves), repair and replacement of parts (drawers, shelves, knife holders, kitchen light strings, fluorescent lamp starters, electric lights)
Washbasins	Repair and replacement of light bulbs, electric lights, fluorescent lamp starters, switches, outlets, mirrors, plugs, drawers, shower faucets, and replacement of other parts
Curtain rails	Installation, repair and replacement of curtain rails
Towel racks	Repair and replacement of towel racks
Room nameplates, mailboxes	Repair or replacement of room nameplates, mailboxes
Clothes drying equipment	Repair or replacement of clothes drying equipment
Balconies	Cleaning, cleaning rainwater drainage fittings, unclogging gutters due to lack of cleaning
Storage (entrance), shoe boxes	Repair of folding doors and replacement of parts of the storage (entrance), repair and replacement of shelves of the storage, repair and replacement of doors, hinges, handles, shelves of shoe boxes, repair and replacement of umbrella stands, towel racks, shelves, pegboards, hat racks
Pests, birds and other creatures	Extermination and prevention of ants, beehives, crows' nests

2. Requests for repairs

Please contact the management company after confirming the categories of the repair burden and expenses to be borne.

a. In the case that the resident pays:

The university's designated contractor will contact you directly to discuss the details and schedule of repairs.

After confirming the cost of repairs and payment method, residents should place their orders.

b. In the case that the University pays:

The university's designated contractor will contact you directly to discuss the details and schedule of repairs.

Orders are placed by the University.

【Designated contractors of the University】

Type	Name of the contractor	Contact
Water supply and drainage system	Meiwa Setsubi Kogyo Co.	011-747-8402
Fittings and equipment	Arch Home Construction Co.	011-642-9092
Bathtubs and bath boilers	Max Corporation Ltd.	011-211-6582
Electrical equipment	Meiko Densan Ltd.	011-892-2396
Keys	Shinei Lock Service Co., Ltd.	011-742-3961

3. Redecoration

When carrying out redecorating at the resident's expense, such as installing special curtain rails or replacing wallpaper, depending on the content, approval from the University may be required in advance. Refer to the "List of Possibilities for Primary Redecorations" in the next section to see if you need to obtain approval.

When you wish to redecorate, check the example on the website and submit an "Application Form for Redecoration of Housing". When applying, also submit the following two documents: (1) a drawing specifying where and how the work will be done, (2) documents such as an estimate that includes the details of the work and the name of the contractor.

List of Possibilities for Primary Redecorations

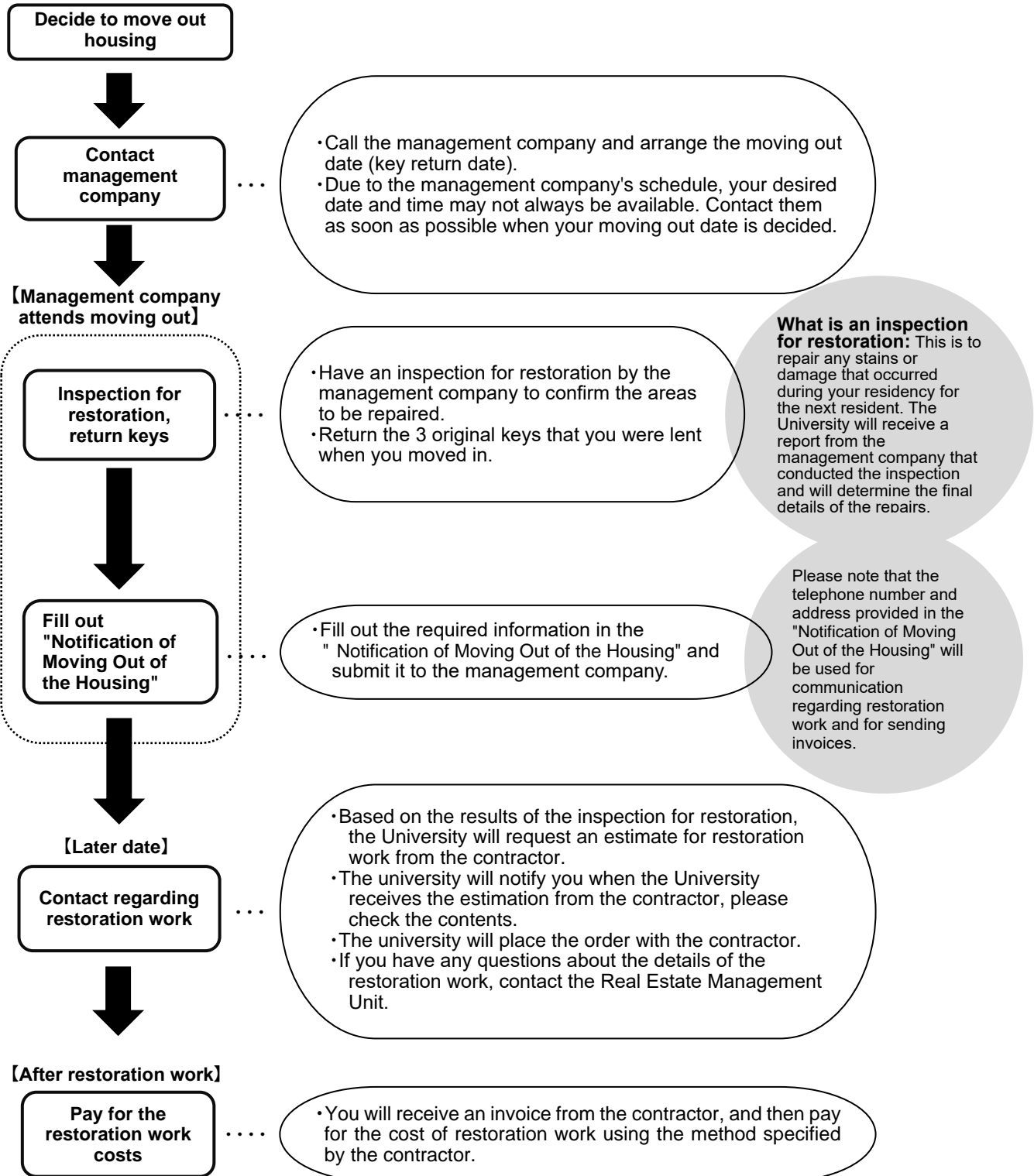
Item	Details of redecorations	Yes/No	Application	Measures to be taken at the time of moving out
Water heaters	Install them in the specified place.	Yes	No	Restoration
Ventilation fans	Install them in the specified place.	Yes	No	Restoration
Screens	Install them in the specified place.	Yes	No	Restoration or donation
Rails for screens	Install them in the specified place.	Yes	Yes	Restoration or donation
Special curtain rails	Install them in the specified place.	Yes	Yes	Restoration
Electric Lights	Replace electric lights (light bulbs).	Yes	No	Restoration
	Replace electrical equipment with that capable of installing LED lights.	Yes	Yes	Restoration or donation
Electricity	Change of contract amperage.	Yes	Yes	Restoration (20A)
Antennas	Fasten to the top of the Kamoi (a part of sliding doors) and the side of the pillar with cable staples.	Yes	No	Restoration
Walls	Repaint to the same color.	Yes	Yes	Repaint stained and damaged areas in the same color
	Repaint to a different color.	No	—	—
	Install new wallpaper.	No	—	—
	Replace wallpaper (same color).	Yes	Yes	Repair of stained and damaged areas
	Replace wallpaper (different color).	No	—	—
	Drill holes for FF (Forced Flue) heater installation.	Yes	Yes	Restoration
Oshiire (Japanese-style closet)	Install shelves.	Yes	Yes	Restoration
Indoor shelves	Install triangular shelves, shelves using shelf supports.	No	—	—
Additional shelving in the kitchen	Nailing the Kamoi (a part of sliding doors).	No	—	—
Tiles	Attach vinyl and ceramic tiles.	Yes	Yes	Repair of stained and damaged areas
Installation of additional towel racks	Install about one each in the bathroom and restroom.	Yes	Yes	Restoration
Balcony	Build a shed or cover it with plastic boards.	No	—	—
Toilet seats	Replace toilet seats (negotiable for additional power supply).	Yes	No	Restoration
Adding a door	Attach a wooden frame and install a door.	No	—	—
Air conditioners	Install new air conditioners in the rooms (including the outdoor unit of the air conditioner).	Yes	Yes	Restoration

*For other items not shown in the list, contact the Real Estate Management Unit of the Asset Management Division (hereinafter referred to as "Real Estate Management Unit").

8

Procedures for Moving Out

1. Flowchart



2. Restoration to the original state

When moving out, restoration work will be carried out for the benefit of those who will move in later. The costs of restoration work will be divided between those borne by the resident and those borne by the University under the "Implementation Standards for Restoration of National University Corporation Hokkaido University Employee Housing" described below.

In principle, repairs will be made by contractors using materials of the same or similar color and pattern, with specifications of the same or better quality, grade, and construction methods than before.

(Reference 1) Estimated repair cost at the time of moving out

Years of Residency	Less than 3 years	3 - 10 years	10 - 20 years	More than 20 years
Own expense	50,000 yen~	150,000 yen~	300,000 yen~	500,000 yen~

* The above is only a guide and can vary considerably depending on the family composition, facilities and use of the housing. In the past, some residents have found their repair costs expensive even after only a short period of residency, due to their poor use of the housing or insufficient cleaning during their residency.

* Residents will be responsible for the full cost of painting the ceiling and walls in the bathroom, replacing the bathtub cover, replacing the Sunoko (a bath mat) (unless it was not installed when the resident moved in) and house cleaning of areas where water is used.

* You can reduce repair costs when you move out if you take measures such as removing the Fusuma (Japanese-style sliding doors) or placing a rug under the furniture. Please note that the monthly rent does not include reserves for repair costs. We recommend that you set aside a few thousand yen every month to ease the burden when you move out.

(Reference 2) Repair costs (estimate)

Repair details	Amount (estimate)	Example
Wall and ceiling painting	1,100 yen/m ²	1 room (10 m ²) 11,000 yen
Wallpaper replacement	1,500 yen/m ²	1 room (10 m ²) 15,000 yen
Cushion flooring replacement	2,500 yen/m ²	Living room and kitchen (15 m ²) 37,500 yen
Flooring sheet replacement	4,400 yen/sheet	Living room and kitchen (15 m ²) 66,000 yen
Tatami mats reupholstering	6,500 yen/mat	6-tatami mat room 39,000 yen
Fusuma (Japanese-style sliding doors) reupholstering	3,500 yen/door	1 set (front and back) 7,000 yen
Bathroom painting (walls, ceiling)	15,000 yen (a time)	—

Sunoko (a bath mat) replacement	11,000 yen (each)	—
Bathtub cover replacement	2,500 yen (each)	—
House cleaning (areas where water is used)	23,000 yen (a time)	—
House cleaning (overall)	40,000 yen (a time)	—

* The above are only approximate amounts as of 2022.8.1. Amounts will vary depending on the condition, size of the housing, and increase in material prices.

Implementation Standards for Restoration of National University Corporation Hokkaido University Employee Housing

The scope and measures of restoration to be carried out at the expense of the residents when moving out of employee housing managed by the National University Corporation Hokkaido University are as shown in the table below.

Item	Condition of damage and stains	Restoration measures and implementation units
Walls and ceilings	1. Stains from graffiti, hand stains, cigarette tar, oil	<p>【Restoration measures】 Repainting (for painted finish), reupholstering (for plywood, decorated plywood, wallpaper)</p> <p>【Implementation Units】 As a general rule, repairs will be carried out on a per-surface basis, however, partial repairs may be possible if the damage is extremely minor or if it is finished to such an extent that the damage cannot be discerned from the exterior. If there is any damage, repair the damaged parts before proceeding.</p>
	2. Black stains from heaters, water heaters, electric appliances	
	3. Damage caused by collisions with objects	
	4. Wall hooks, screws, rails, or other items attached by the resident	
	5. Nail marks, screw marks, peeling marks from cellophane tapes and double-sided tapes	
	6. Painted or finished with significantly different paint or finishing materials from those used in the previous residency	
	7. Mold	
*Damage that is not attributable to the resident, such as discoloration or fading due to sunburn, cracks or traces of rain leaks due to force majeure such as earthquakes, is not applicable.		
Floors	1. Stains from graffiti, oil	<p>【Restoration measures】 Cleaning, repairing, and reupholstering</p> <p>【Implementation Units】 As a general rule, repairs will be carried out on a room-by-room basis. However, partial repairs may be possible if the damage is extremely minor or if it is finished to such an extent that the damage cannot be discerned from the exterior.</p>
	2. Scratches and holes caused by moving furniture or other objects	
	3. Burn marks from cigarettes	
	4. Stains such as peeling of the floor surface where carpets or other rugs have been removed	
	5. Corrosion due to water leakage or blowing rain caused by the carelessness of the resident	
* Damage that is not attributable to the resident, such as floor creaking and damage to tiles, is not applicable.		
Tatami mats	1. Stains from graffiti, oil, food and drink spills, ink, and burn marks from cigarettes	<p>【Restoration measures】 Reupholstering tatami mats, replacing with new tatami mats</p> <p>【Implementation Units】 Repairs will be carried out on a per-tatami mat basis.</p>
	2. Scratches and holes caused by moving furniture or other objects	
	3. Significant dents from furniture (limited to cases that require replacement of the tatami mats due to the placement of heavy objects).	
	4. Corrosion and deterioration due to water leakage or blowing rain caused by the carelessness of the resident	
* Stains that are not attributable to the resident, such as discoloration due to sunburn, or traces of rain leaks, are not applicable.		

Item	Condition of damage and stains	Restoration measures and implementation units
Fusuma (Japanese-style sliding doors)	1. Stains from graffiti, hand stains, cigarette tar	【Restoration measures】 Reupholstery, replacement, repairing
	2. Scratches and holes in Fusuma papers caused by other objects	【Implementation Units】
	3. Damage that is attributable to the resident, such as outer frames, inner frames, and handles	As a general rule, reupholstery and replacement will be carried out on a 1 set basis, and will be replaced by the same as other Fusuma or have a similar color pattern as specified by the University (management company). However, the parts (a door) of one set where there is no noticeable damage, do not need to be reupholstered or replaced if there is no particular discomfort caused by a difference in appearance.
	4. Pushpin marks, peeling marks from cellophane tapes and double-sided tapes	Repair will be carried out to restore normal functions and appearance.
	5. Painted or finished with significantly different paint or finishing materials from those used in the previous residency	
	6. Mold	
* Stains that are not attributable to the resident, such as discoloration due to sunburn, or traces of rain leaks, are not applicable.		
Other fittings (various doors and windows)	1. Stains from graffiti, hand stains, oil	【Restoration measures】 Repairing, cleaning, painting, replacement
	2. Scratches and holes caused by collisions with objects	【Implementation Units】
	3. Damage or loss of various parts and fixtures such as handles, pull handles, hinges, door rollers, door scopes, mailboxes, keys	Repair, cleaning, and painting will be carried out to restore normal functions and appearance. In cases of damage to doors and other fittings attributable to the resident, that cannot be restored to the original state through repairs, the area of decorated plywood will be replaced. In addition, if any parts or fixtures are lost, they will be replaced. However, if the resident lost or damaged the keys provided at the time of moving in, the cylinder lock will be replaced.
	4. Nail marks, screw marks, peeling marks from cellophane tapes and double-sided tapes	If the window glass is cracked or broken, the glass will be replaced. Mold on window frames will be cleaned or painted, or the window frames will be replaced.
	5. Damage or loss of keys	
	6. Damage or cracks in window glass	
	7. Mold on window frames	
* Replacement of sash rails or door closers is not applicable.		
Water supply and drainage system	1. Stains from graffiti, oil, and rust	【Restoration measures】 Replacement, repairing, cleaning, painting
	2. Damage or loss of wash basins, hand basins, toilets, taps, drain traps, and their parts and fixtures	【Implementation Units】 As a general rule, damaged sections will be replaced. However, in case of damage to a section of sinks, washbasins, hand basins, toilets, and tanks, the main unit and set of internal tank parts will not be replaced, except if their function is impaired due to damage attributable to the resident. If any parts or components are lost, they will be replaced.
	3. Damage or inoperability of flush valves or toilet tanks	Cleaning and painting will be carried out to restore normal functions and appearance.
	4. Special equipment installed during residency (except those simply upgraded)	
* Replacement of drain trap units of the sink is not applicable.		

Item	Condition of damage and stains	Restoration measures and implementation units
Electrical equipment	1. Stains from graffiti, oil, and rust	【Restoration measures】 Replacement, repairing, cleaning
	2. Damage or loss of various lighting fixtures, switches, plates, outlets, buzzers, chimes, intercoms, ventilation fans and their parts and fixtures	【Implementation Units】 As a general rule, damaged sections will be replaced. If any parts or components are lost, they will be replaced. Repair and cleaning will be carried out to restore normal functions and appearance.
	3. Special equipment and wiring installed during residency (except those simply upgraded)	
Bathroom and gas equipment	1. Stains from graffiti, oil, and rust	【Restoration measures】 Replacement, repairing, cleaning
	2. Damage or loss of bathtubs, bath boilers, covers, Sunoko (a bath mat), tiles, and their parts and fixtures	【Implementation Units】 As a general rule, damaged sections will be replaced. However, if there is damage to a section of the bathtub or bath boiler, and the University determines it is necessary to replace it, the main body will be replaced. If any parts or components are lost, they will be replaced. Repair and cleaning will be carried out to restore normal functions and appearance.
	3. Special equipment installed during residency (except those simply upgraded)	
* Replacement of bath boiler burners, heat exchangers, and other key components is not applicable.		
Fixtures and fittings	1. Stains from graffiti, oil, and rust	【Restoration measures】 Replacement, repairing, cleaning
	2. Damage or loss of fixtures such as curtain rails, paper holders, flue covers, towel rails	【Implementation Units】 As a general rule, damaged sections will be replaced. If any parts or components are lost, they will be replaced. Repair and cleaning will be carried out to restore normal functions and appearance.
	3. Cuts or significant nail holes in columns, frames, clothes drying equipment, Kamoi (a part of sliding doors), or other fixtures	
Restoration to the original state after redecoration	1. Redecoration carried out with approval during residency (except those approved on the basis of donation)	【Restoration measures】 Restoring to the original state after removal
	2. Lighting fixtures, heaters, gas water heaters, water storage containers, and other equipment and items that are not provided in the housing	
	3. Shelves installed by the resident leaving the housing during residency	
Other	For other similar cases not listed in each item, or for reasons attributable to the resident, restoration will be carried out in accordance with the above.	(Example) If there is damage due to condensation inside the Oshiire (Japanese-style closet), the boards for the Oshiire will be replaced.

*** House cleaning of areas where water is used will be carried out regardless of the number of years of residency.**

9

Various procedures

When intending to live in employee housing, it is necessary to carry out various procedures when moving in, during the residency, and when moving out.

Application forms required for various procedures can be downloaded from the website (accessible only from within the University). Examples are also available on the website. Make sure to read the instructions when filling out the application form.

【How to download】

(1) Access the website of Hokkaido University (<http://www.hokudai.ac.jp/>).
(in Japanese)

(2) Click on "教職員向け (For the faculty and staff members)" at the bottom of the top page.



(3) Click on "学内限定情報・システム (Internal Information and Systems)" from the lower menu on the left side.



(4) Click "北海道大学宿舎一覧 (Hokkaido University Accommodation List)" from the middle right-hand side 【資産運用管理課 (Asset Management Division)】.

北海道大学
HOKKAIDO UNIVERSITY

学内限定情報

<ul style="list-style-type: none"> ● 学内限定システム ● 共通事務処理マニュアル <hr/> <p>【総務課】</p> <ul style="list-style-type: none"> ● 経営協議会議事要旨 ● 総長選考会議 ● 受取人不明郵便物 ● 掲示・立看板設置について ● 北海道大学規則集 <ul style="list-style-type: none"> ▶ 規則集操作マニュアル(PDF) ※ログインする際に、ログインID及びパスワードの入力は不要です。 ● 新任教員向けハンドブック(HB010.1版) <ul style="list-style-type: none"> ▶ 日本語版(PDF) (WORD) ▶ 英語版(PDF) (WORD) ● 情報公開制度 ● 法人文書管理マニュアル ● 国立大学法人北海道大学における教授会への意見聴取事項等に係る規程について ● 教育研究支援業務総長表彰(提案賞)事業 ● 座席表・電話番号表・学内便番号 <hr/> <p>【企画課】</p> <ul style="list-style-type: none"> ● 本学の評価に関する基本的な考え方・実施要領等 <hr/> <p>【広報課】</p>	<p>【人事課・厚生労務室】</p> <ul style="list-style-type: none"> ● 教員公募情報 ● 職員の早期退職制度 ● 人材育成プログラム ● 勤務評定の概要 ● 退職手当・老齢厚生年金等の手引(PDF) ● 保健事業一覧(福利厚生情報) ● 職員就業規則及び過半数代表者等関係 ● 職員のメンタルヘルス ● マイナンバーの提供等について <hr/> <p>【情報企画課】</p> <ul style="list-style-type: none"> ● 情報システム調達に係る承認手続き(最適化申請) ● 個人情報保護 <hr/> <p>【調達課】</p> <ul style="list-style-type: none"> ● 経費の不正使用防止等について <hr/> <p>【資産運用管理課】</p> <ul style="list-style-type: none"> ● 物品の再利用「ストックハウス」について ● 北海道大学宿舎一覧 <hr/> <p>【学生支援課】</p>
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(5) You can download various application forms from the links for "入居中の方 (各種手続き) (For residents (various procedures))" and "退去する方 (For those who are moving out)" respectively. Examples are also available on the same page.

◆北海道大学職員宿舎について◆

北海道大学が管理する職員宿舎についてご案内します。

▶ [入居を希望する方 \(宿舎概要掲載中\)](#)

▶ [入居中の方 \(各種手続き\)](#)

▶ [退去する方](#)

入退去の流れやよくある質問、各種手続きの詳細等は「入居のしおり」に記載されていますので、併せてご確認ください。
⇒ [入居のしおり](#)

Appendix

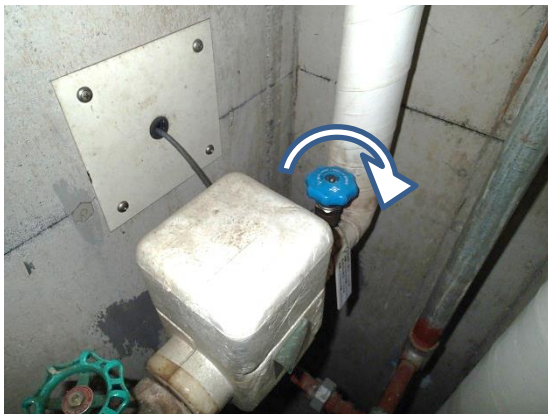
Instructions for draining water during winter

【Water supply】

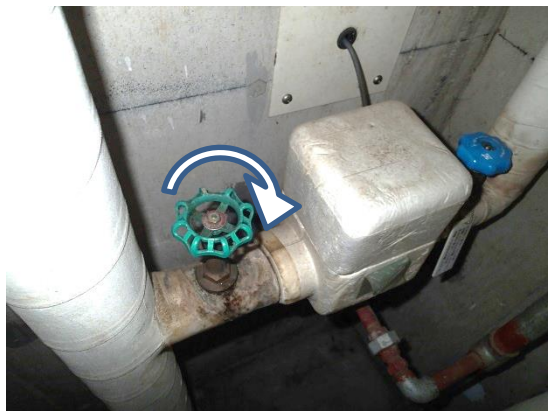
(1) Open the tap and let the water out.



(2) Turn the blue handle.



(3) Where there are two handles, turn the other handle.



【Restroom】

(1) Keep the lever up.

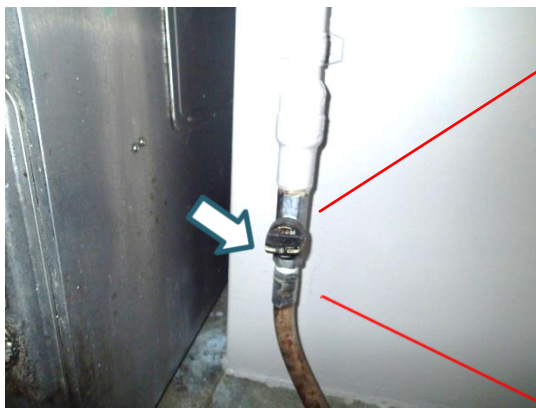


【Bath】

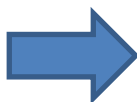
(1) Return the boiler knob to the " OFF (止)" position.



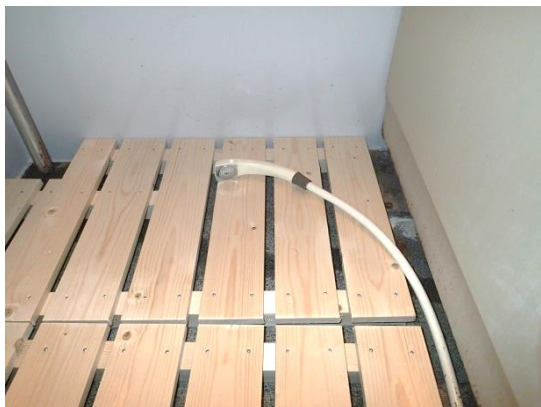
(2) Close the gas valve.



(3) Set the water temperature control knob to "lukewarm (ぬるい)".



(4) Place the shower head on the floor.



(5) Set the tap/shower switch lever to the "tap (水ぬき②)" side.



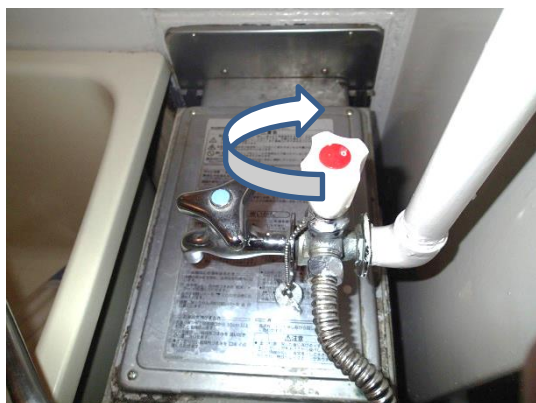
(6) Turn the hot water supply lever to "open (開)".



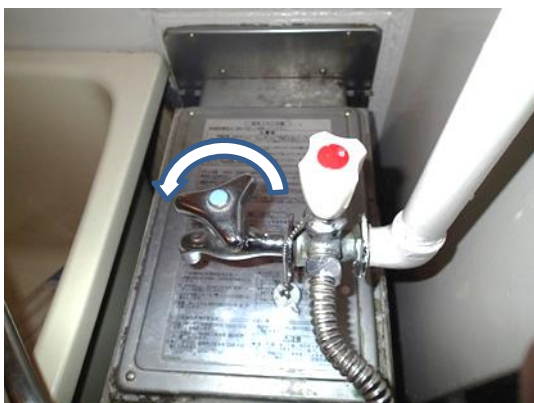
(7) Turn the hot water supply lever to "OFF (止)".



(8) Close the water shut-off valve.



(8) Loosen the drain tap.



* There are also knob-shaped taps.



(10) Loosen the drain knob.



(11) Perform steps (6) and (7) two or three times.

Prevention of the water supply from freezing during winter

- When leaving the house for long periods during the winter, make sure to drain the water to prevent the water pipes from freezing (do not forget to drain the bath boiler as well).
- Please note that, although it is influenced by which floor the room is on and the residency of the room, it may be necessary to drain the water during the night even if you are not away from home, depending on weather conditions.
- In the event of freezing or damage to water pipes or a bath boiler in the room due to lack of or inadequate water drainage, the cost of repairs will be borne by the resident.

Reference: The Sapporo City website (videos on how to drain water are available)

https://www.city.sapporo.jp/suido/riyosya/faq/toketu_01.html (in Japanese)

https://www.city.sapporo.jp.e.ain.hp.transer.com/suido/riyosya/faq/toketu_01.html
(in English, the videos are in Japanese)