

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

Guide for Residents



Hokkaido University

2026.6 ver.

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

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Introduction

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

Employee housing was established to contribute to smooth University operations and is stipulated in 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, in addition to the "Conditions for Renting Housing" on the reverse side of the "Application Form for Rental Housing" please comply with these rules and regulations when moving in.

The management of the employee housing is entrusted to the management company listed below. Please contact them if you have any questions or concerns regarding the employee housing.

【Management Company】

Sunzent Corp. (Dedicated Contact for employee housing)

TEL : 011-702-6380 (Weekdays 9:00-18:00,
excluding year-end and New Year holidays)

080-6095-7328 (Times other than those listed above,
emergency contact)

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Charges

1. Rent and Parking Fees

- Fees for rent and parking are determined by the University based on preestablished rules and regulations. If there are any changes to the fees you will be charged, the University will notify you in advance.
- In general, a month's rent and parking fees are deducted automatically from that month's salary.
- As necessary procedures for salary deduction may not be completed before moving in or out, please be aware that payment in these cases will be deducted from your salary the following month.
- If you move in or move out in the middle of the month, your rent and parking fees will be calculated based on the number of days of occupancy for that month.
- If salary deductions are temporarily impossible due to childcare leave, etc., please notify the Housing Unit of your department as soon as possible.

2. Repair Fees

Residents are 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 Fees

When moving out of employee housing, restoration to restore the residence to its original state will be carried out at the expense of the resident. (Refer to P27 for details regarding restoration.)

4. Common-area Maintenance Fees

Each housing unit collects common-area maintenance fees for maintenance of common areas and general housing areas. The amount and collection method for common-area maintenance fees vary depending on the housing unit.

The collection of common-area maintenance fees is outsourced to the following companies.

【Management Company】

(Dedicated Contact for common-area maintenance fees)

➤ Hokko Housing

MK Technica

TEL : 090-3390-9912 (Weekdays 9:00-18:00,
excluding year-end and New Year holidays)

➤ Misono Housing

Sunzent Corp.

TEL : 011-702-6380 (Weekdays 9:00-18:00,
excluding year-end and New Year holidays)
080-6095-7328 (Times other than above, emergency contact)

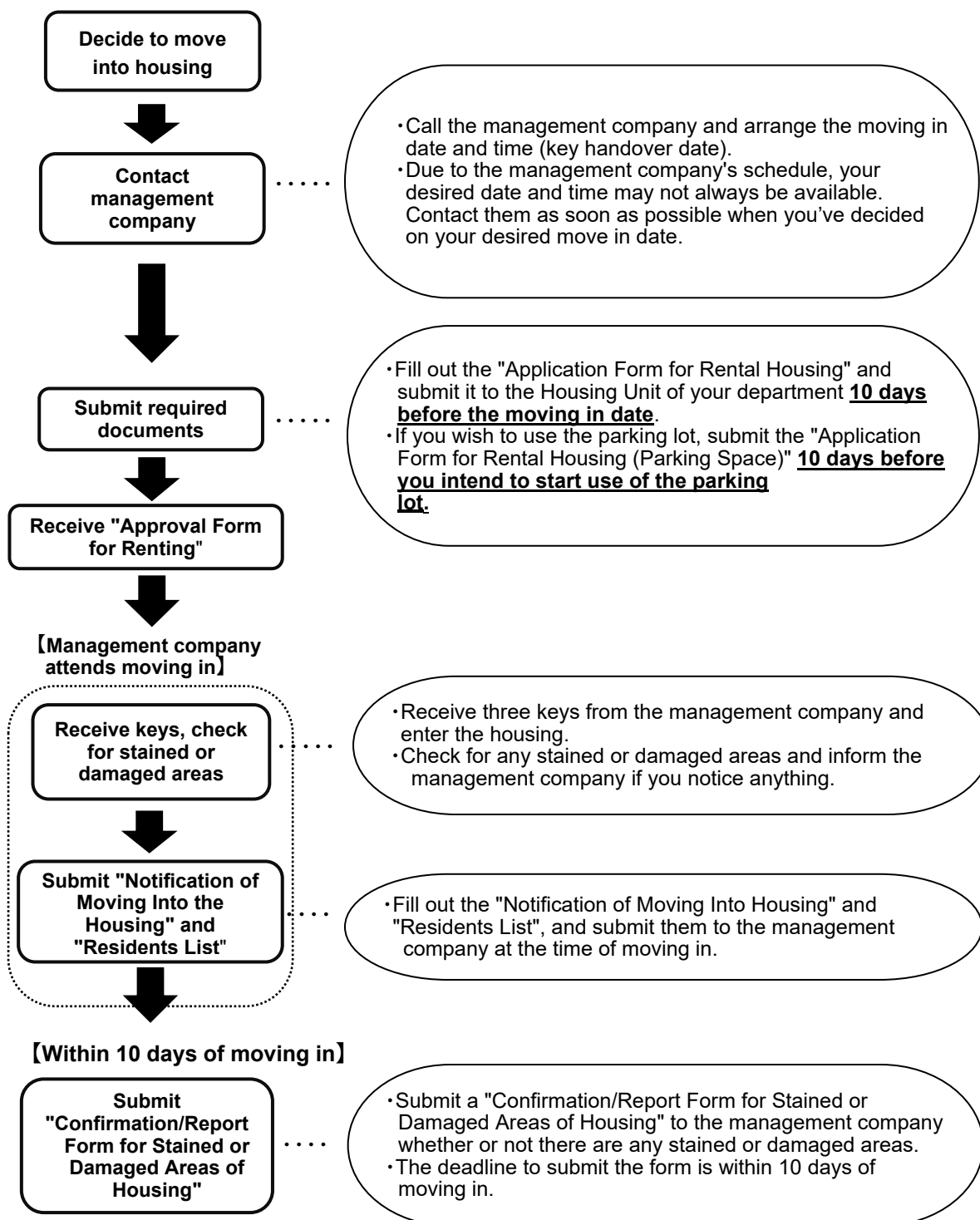
**Breakdown of Common-area Maintenance Fees
(Monthly Charges)**

- ① The electricity bill for the common area in each building is divided evenly among residents in the building.
- ② In Hokko Housing Building No. 501, since the entire building is under the same water contract, the total cost is based on overall usage and divided evenly among residents.
- ③ Weeding
Weeding is carried out twice a year on the premises and the fee for this maintenance is divided evenly among residents. (First weeding: June, with payment in July, Second weeding: October, with payment in November.)
- ④ Maintenance of Drains and Pipes
To prevent blockages, routine annual cleaning of pipes and drains in each kitchen, bathroom, washing machines areas, and sinks are carried out in each building. The fee for maintenance is shared among residents. (Maintenance is carried out in November, with payment in December)
- ⑤ Removal of Snow in the Parking Lot
Snow is removed from and around the parking lot during the winter season.
Snow removal season: December through March
Standards for snow removal: Snow removal is carried out when snowfall exceeds 10 cm at 5:30 a.m.

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Procedures for Moving In

1. Flowchart



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

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Utilities

Residents must arrange their own contracts for electricity, city gas, water, and Internet connection. *(Please complete the application procedures well in advance, as processing may take some time.)*

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 unit. Residents are required to apply for a gas contract with the gas supplier on their own. Please request a specialized contractor if you need to install gas appliances and do not repair or install them by yourself.
- To prevent gas accidents, have a gas leak alarm installed near the ceiling.

3. Water Supply

The way contracts are managed differs depending on the housing unit (see below).

- a. Hokko Housing Building No.1, No.503, and No.504, Misono Housing Building No.501 and No.502:

Residents must apply to the Sapporo Waterworks Bureau themselves at the time of moving in on an individual basis (one contract per housing unit)

Sapporo Waterworks Bureau TEL 011-211-7770 (8:00 - 21:00 (open every day))
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- b. Hokko Housing Building No. 501:

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

4. Internet Connection

Residents must contact an internet service provider themselves for information about connection plans they are eligible for and to sign up for service.

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Parking Lot

Parking spaces are available only for rental contract holding residents and those living with them.

Due to the limited number of parking spaces available, only one vehicle per housing unit is allowed access to the parking lot (space).

1. Applying for a Parking Space

(Form Submission: the Housing Unit of your department)

- Fill out the necessary information in the "Application Form for Rental Housing (Parking Space)" and submit it at least 10 days before the starting date of the exclusive use of the parking lot.
- Please submit the "Notification of Moving Into Housing" as soon as your parking application has been approved and you have started using the parking lot. Fill in your name, affiliation, and "5 Designated parking space" through "7 Starting date of parking lot use" but leave "1 Location of Housing" through "4 Move in Date" blank. The "Name of the Observer/Manager" at the bottom may also 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"

(Form Submission: 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 your 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 be identical to the address written on your 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 7 to 10 days to issue the Certificate, make sure to apply well in advance.

3. When a Parking Space is No Longer Needed Despite Continued Use of Housing

(Form Submission: the Housing Unit of your Department)

- Inform the management company of the date you plan to vacate the parking lot in advance.
- After vacating the parking lot, you will need to submit the "Notification of Moving Out of the Housing" as soon as possible. Leave blank "1 Location of Housing" through "6 Reason for Moving Out" and "10 Date of Completion or Expected Date of Restoration". Fill in "7 Designated Parking Space" through "9 Reasons for Vacating Parking Lot". 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 keep common areas, such as the open spaces, stairs, and surrounding grounds of the housing, clean and well maintained. In addition, do not leave personal belongings in common areas such as stairs, stair landings, and vestibules, as they may obstruct the passage of other residents and, in the case of an emergency, could interfere with evacuation procedures.
- 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

Please park your bicycle in a neat and orderly manner. In addition, do not just leave bicycles that are no longer being used in the bike parking area but dispose of them yourself.

3. Entryway (*Genkan*)

- 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 simply let go of the door to close it, it may slam shut and make a loud noise, so please try to open and close it quietly.
- If the door's hinges are damaged or distorted, it will not close, do not place a piece of board in the door to keep it half-open.
- The entryway area has not been waterproofed. Do not clean your entryway by using running water as this may cause water to leak downstairs.

4. Rooms

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

- Other than in the bathroom, flooring is not waterproof, if you accidentally spill water on the floor, wipe it up immediately and contact the resident downstairs in case they notice any leakage into their residence. If a leak causes damage to the residence downstairs, as the responsible party, you will be required to pay compensation.
- If you find any cracks or other abnormalities in electrical wall outlets, contact the management company immediately.

5. Kitchen

- The kitchen is prone to condensation due to heat and humidity so make sure to provide sufficient ventilation by opening windows or using an exhaust fan. If mold develops, the resident will be responsible for paying the necessary cleaning costs.
- The area under the sink is prone to be wet, leading to rot. Be sure to check it periodically for leaks and wipe it down frequently with a dry cloth.
- 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 pipes become clogged, the resident will be responsible for resolving the problem at their own expense.
- Walls and exhaust fans are easily soiled by cooking oil fumes, please 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 Room

- Bathrooms, washrooms, and laundry spaces are prone to be humid and collect condensation leading to mold. Please drain the water from the bathtub without letting it sit in the tub 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, please close the water supply valve.
- 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. Handle washing machine drain pans carefully and avoid placing heavy objects on them as they can crack under impact or heavy loads.

- Avoid leaving housing while using the washing machine.
- 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 will not get involved regarding how compensation will be paid or how much it may entail. The residents concerned will be responsible for arranging proper compensation.

7. Restroom

- Make sure to use toilet paper that easily dissolves in water, and do not flush anything else down the toilet. If a foreign object clogs the drainpipes, the toilets on all floors will stop functioning properly due to the blockage in the shared pipe, and the resident responsible for the blockage must bear all associated repair costs.
- Do not flush items like paper towels that are labeled as "safe to flush down the toilet" as they may still 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 neighboring residence. Do not place any objects near these areas, as they may hinder evacuation.
- Do not place items that take up space, such as bicycles or tires, anywhere on the balcony.
- Plant pots can be dangerous if they fall so be careful about where you place them based on their size, weight, etc.
- Never place kerosene tanks or similar highly flammable items on the balcony, as they may pose a fire hazard due to rising liquid temperatures or risk of arson.
- Do not allow children to play on the balcony as there is a risk of them falling.
- Please be aware that sprinkling water on the balcony may stain the downstairs balcony or cause water leakage. It is also important to clean drainage channels and drains regularly to prevent water from puddling on the balcony.

9. TV

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

10. Gas Space Heater (Fan Type)

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

11. Noise

There are often complaints about noise. Sounds from radios, televisions, stereos, musical instruments, footsteps, and the opening and closing of doors and windows can be a nuisance to neighbors if they are too loud (noise and vibrations from the floor above are especially likely to carry). Please be particularly careful at night, as even quieter sounds may carry more easily. It is important to be considerate of others by paying attention to the everyday noises you make in your residence, and to walk quietly in common areas such as stairs and 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, so check the Sapporo City website and make sure to follow the rules for disposal when taking out your garbage.

It only takes one person not following the rules to spoil the clean environment and inadvertently cause strife between neighbors. 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 (to prevent condensation and mold)

Due to their structure, housing units do not have sufficient natural ventilation, and condensation tends to form during the winter when heating equipment is used or during periods of high humidity. Walls on the northern side of the individual units and the walls at both ends of the building are especially prone to condensation. If left as is it will eventually cause mold, so please be sure to wipe it away as soon as you notice it.

If mold develops, cleaning costs will be borne by the resident. 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 sheets etc. on windows.
- Place a Sunoko (slatted wooden boards) 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 pull the water vapor out.
- Ventilate regularly when using a heater or gas appliances because when kerosene or gas burns a large amount of water vapor is generated.
- 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 Flue Access Panel

If there is a chimney flue access panel in the room, open it regularly (about once a year) and scrape out the soot inside.

15. When Away for an Extended Period of Time

(Form Submission: the Housing Unit of your department)

If no one will be living in the residence for **one month or longer** due to long-term business travel or other reasons, you are required to submit a “Written Pledge”. Please complete the required information on the “Written Pledge” and submit it **no later than 10 days before the first day of your absence**.

16. Other

As a 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
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1. Repair Costs Categories

Tenants are obligated to use their rented housing with care and proper management (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 residents may be required to repair at their own expense. The categories of the repair burden and expenses during residency are as indicated below. Even if the University is listed as the responsible party for the repair burden items listed below, if the reason for repair is due to resident inflicted damage or negligence or the University did not initially install the item, the resident will be responsible for covering the cost of the repair.

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 period of residency. If repairs are made during the period of 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.

Under the "Implementation Standards for Restoration of National University Corporation Hokkaido University Employee Housing" when a resident moves out of the housing, the cost of restoration work to return the residency to its original state will be divided between the resident and the University as 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)		☐
	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)		☐
	Other items deemed necessary by the University due to special circumstances		☐

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

Items that Fall Under Minor Routine Repairs
(Residents are generally expected to cover these costs)

(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 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 and 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
Drainpipes	Routine cleaning, painting, unclogging, periodic drainpipe 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 (toilet 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 drainpipes)	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	<u>If repairs are required, consult with the management company.</u>
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. Requesting Repairs

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

a. In cases in which 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 the payment method, residents should place their orders for the repairs.

b. In cases in which the University pays:

The university's designated contractor will contact you directly to discuss the details and schedule repairs. Orders for the repairs are then placed by the University.

【Designated Contractors of the University】

Type	Name of 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. Redecorating

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. To check if you need to obtain approval refer to the "List of Possibilities for Primary Redecorating" in the next section.

When you wish to redecorate, check the example on the website and submit an "Application Form for Redecorating 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 Redecorating

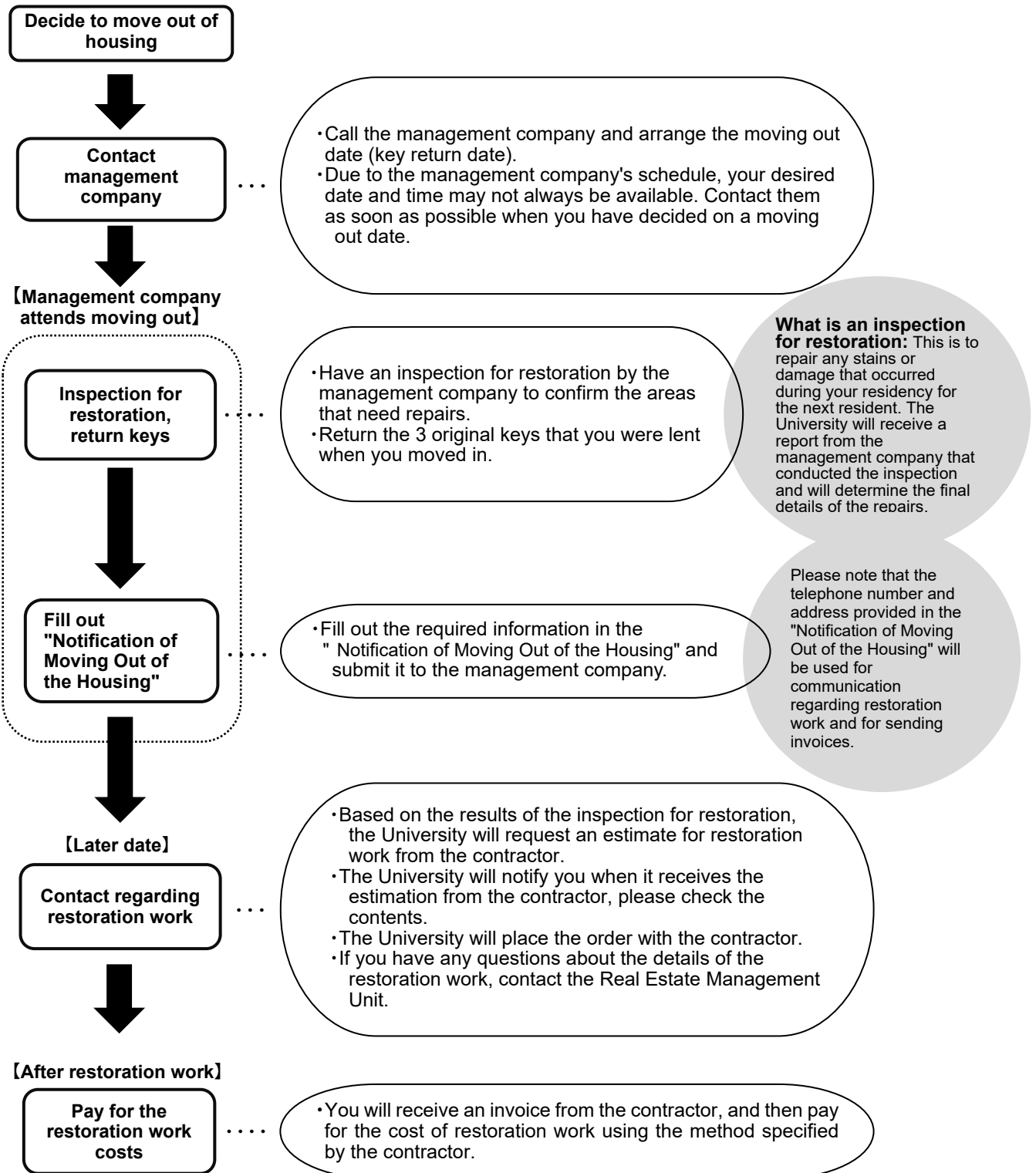
Item	Details of Redecorating	Yes/No	Application	Measures to be Taken at the Time of Moving Out
Water heaters	Install them in the specified place.	Yes	No	Restoration
Ventilation fans	Install them in the specified place.	Yes	No	Restoration
Screens	Install them in the specified place.	Yes	No	Restoration 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

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 Costs at the Time of Moving Out

Years of Residency	Less than 3 years	3 - 10 years	10 - 20 years	More than 20 years
Private Expenses	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 rough usage of the housing facilities 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 slatted wooden bathmat) (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 preventative measures to keep damage to a minimum like removing the Fusuma (Japanese-style sliding doors) or placing rugs under 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) Estimated Repair Costs

Repair details	Amount (estimate)	Example
Wall and ceiling painting	1,100~1,300 yen/m ²	1 room (10 m ²) 13,000 yen
Wallpaper replacement	1,500 yen/m ²	1 room (10 m ²) 15,000 yen
Cushion flooring replacement	3,000~4,000 yen/m ²	Living room and kitchen (15 m ²) 60,000 yen
Flooring sheet replacement	5,000~5,500 yen/sheet	Living room and kitchen (15 m ²) 82,500 yen
Tatami mats reupholstering	6,500~6,800 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)	20,000 yen (a time)	—
Sunoko (bathmat) replacement	15,000 yen (each)	—
Bathtub cover replacement	2,800~3,500 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 2026.5.26. 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 resident 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	【Restoration Measures】 Repainting (for painted finish), reupholstering (for plywood, decorated plywood, wallpaper) 【Implementation Units】 In general, 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.
	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	【Restoration Measures】 Cleaning, repairing, and reupholstering 【Implementation Units】 In general, 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.
	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	【Restoration Measures】 Reupholstering tatami mats, replacing with new tatami mats 【Implementation Units】 Repairs will be carried out on a per-tatami mat basis.
	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】 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 the a difference in appearance is subtle. Repairs will be carried out to restore normal functions and appearance.
	3. Damage that is attributable to the resident, such as outer frames, inner frames, and handles	
	4. Pushpin marks, peeling marks from cellophane tapes and double-sided tapes	
	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】 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. 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.
	3. Damage or loss of various parts and fixtures such as handles, pull handles, hinges, door rollers, door scopes, mailboxes, keys	
	4. Nail marks, screw marks, peeling marks from cellophane tapes and double-sided tapes	
	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】 In general, 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. Cleaning and painting will be carried out to restore normal functions and appearance.
	3. Damage or inoperability of flush valves or toilet tanks	
	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 【Implementation Units】 In general, 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.
	2. Damage or loss of various lighting fixtures, switches, plates, outlets, buzzers, chimes, intercoms, ventilation fans and their parts and fixtures	
	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 【Implementation Units】 In general, 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.
	2. Damage or loss of bathtubs, bath boilers, covers, Sunoko (a bath mat), tiles, and their parts and fixtures	
	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 【Implementation Units】 In general, 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.
	2. Damage or loss of fixtures such as curtain rails, paper holders, flue covers, towel rails	
	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 residency, and when moving out.

Application forms required for various procedures can be downloaded from the University 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 "北海道大学宿舍一覧 (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

● [学内限定システム](#)

● [共通事務処理マニュアル](#)

【総務課】

● [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](#)

▶ [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\(H30.10.1版\)](#)

▶ [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](#)

【企画課】

● [本学の評価に関する基本的な考え方・実施要領等](#)

【広報課】

【人事課・厚生労務室】

● [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](#)

【情報企画課】

● [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](#)

【調達課】

● [経費の不正使用防止等について](#)

【資産運用管理課】

● [物品の再利用「ストックハウス」について](#)

● [北海道大学宿舍一覧](#)

【学生支援課】

(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.

◆北海道大学職員宿舍について◆

北海道大学が管理する職員宿舍についてご案内します。

▶ [入居を希望する方（宿舍概要掲載中）](#)

▶ [入居中の方（各種手続き）](#)

▶ [退去する方](#)

入退き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](#)

Instructions for Winterizing Plumbing

【Water supply】

(1) Turn on the tap and let the water run.



(2) Turn the blue handle.



(3) Where there are two handles, turn both handles. (This will turn off the water)



【Restroom】

(1) Keep the lever up.

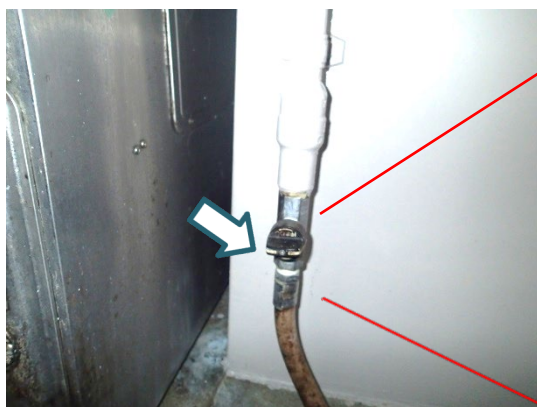


【Bath】

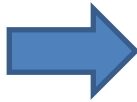
(1) Return the boiler knob to the " OFF (止)" position.



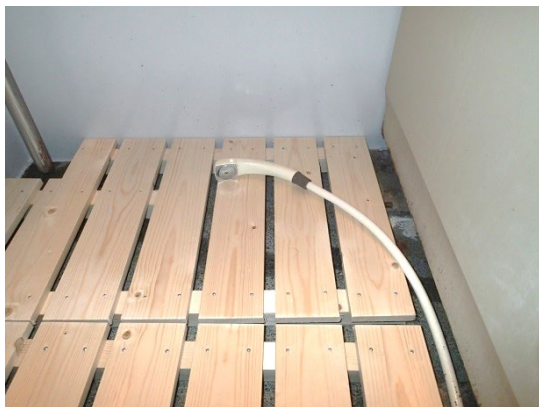
(2) Close the gas valve.



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



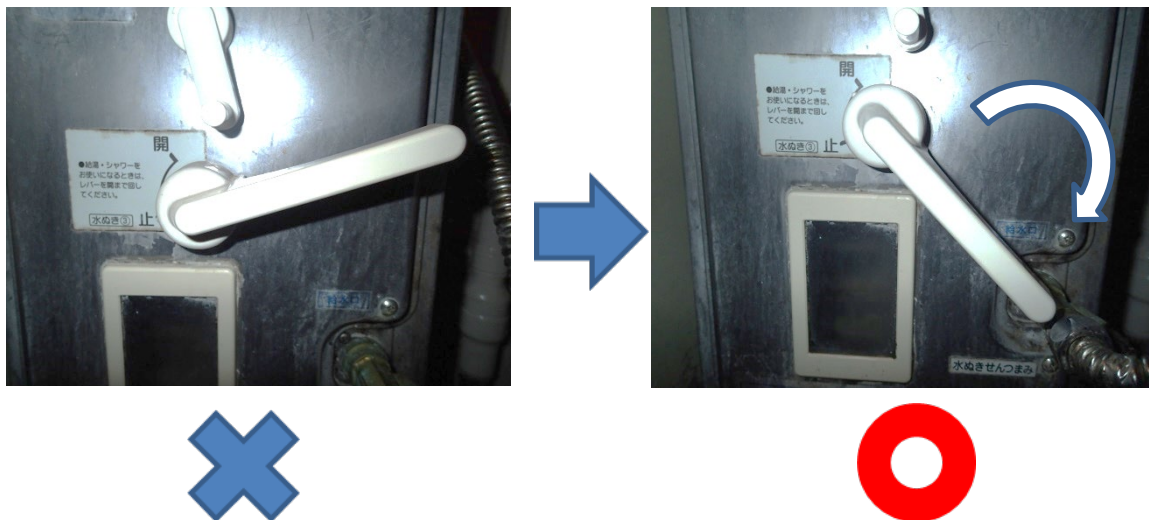
(4) Place the shower head on the floor.



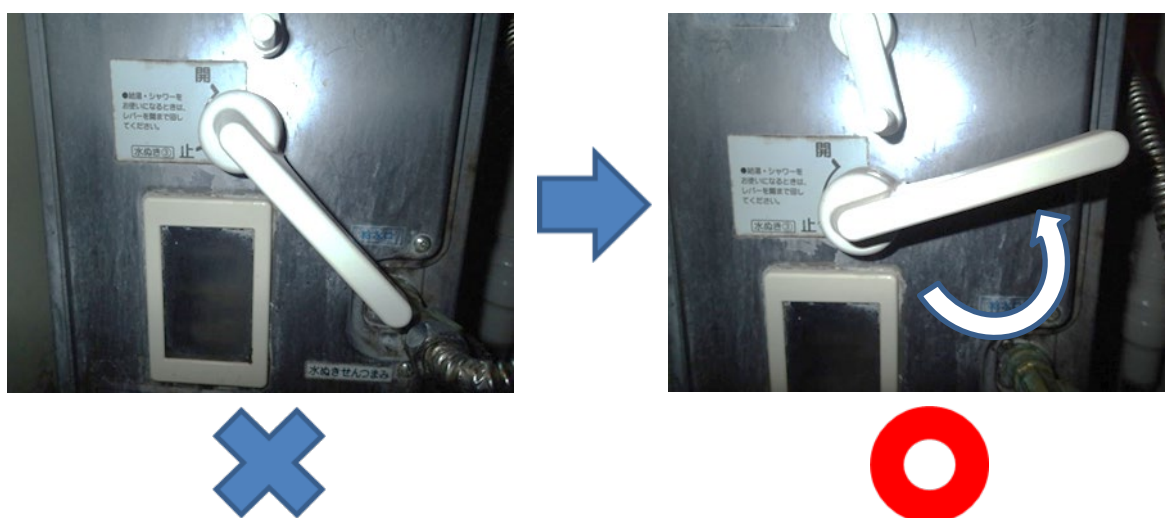
(5) Set the tap/shower switch lever to the "tap (水ぬき②)" side.



(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.



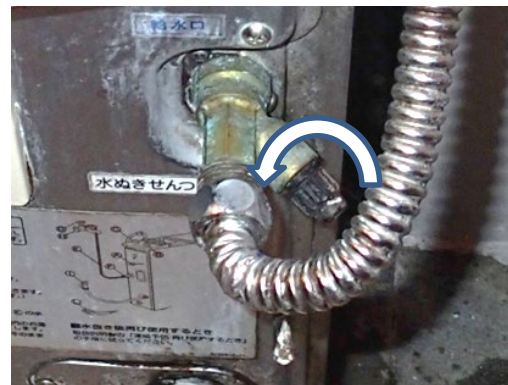
(9) Loosen the drain tap.



* There are also knob-shaped taps.



(10) Loosen the drain knob.



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

Preventing the Water Supply from Freezing During Winter

- When leaving the house for long periods during the winter, make sure to drain water from the pipes to prevent them from freezing (do not forget to drain the bath boiler as well).
- Please note that, depending on weather conditions, which floor the room is on, and the current resident capacity (how many rooms are vacant), it may be necessary to drain the water at night even if you are not planning to be away from home.
- 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)