

# User Guide (ver. 2024.9)

Thank you for using the Research Center for Marine Biology (RCMB), Tohoku University. The RCMB is an institution for education and scientific research. To all users, please observe the following rules regarding the use of the RCMB in order to behave in a reasonable manner.

Participants of marine biology courses will be warned by their instructor if they disturb other users (e.g. shout, sing loudly, & etc.) **If they continue to disturb other users, participants involved will be dismissed.**

## 1. Arrival and Departure

- a. Please pay the exact amount for your stay (accommodation and meal expenses) at the office and receive the key to your stay room. Please make sure to use **a quilt cover, a pillow cover, and a bed sheet** during your stay (provided in your room).
- b. The checkout time is 9:30 a.m. **In the morning of your departure date, please clean your room following the 'Instructions for room cleaning before departure'. After cleaning, the accommodate staff will check the room. Please keep the common areas such as bathrooms and toilets clean as well. If these areas are noticeably dirty, the staff will require you to clean them prior to checkout.** After cleaning, please take your luggage and leave the room with door open. Leaving your luggage in the room will delay preparation to host the next users. Please return your room key to the office.

## 2. Safety Measures

- a. Automatically lockable door of the main entrance: Enter the password and turn the nob **counterclockwise**. Do not forcibly turn, push, or pull the nob. Please slide open the door. If the auto-lock system does not work or forgot the password, try to contact someone inside to open the door.
- b. Please be responsible for your belongings during your stay. **RCMB takes no responsibility for theft or loss of items.** Please make sure to lock the door when you leave your room.

## 3. Cafeteria and Lounge

- a. Please eat and drink in the cafeteria (eating and drinking in your room is prohibited). **Do not let or force any underage person to drink alcoholic beverages.**
- b. Eating and drinking in your room is prohibited. (However, hydrating beverages are good)  
Please dispose of plastic bottles in the "plastic bottle trash can" in the cafeteria (see e).
- c. If you ordered meals, they will be served at the cafeteria: Lunch, 12:00–13:00; dinner, After 17:00. After you finish your meal, please return your tableware (please do not bring it out of the cafeteria; if you break any please inform the janitor).  
For preparing and cleaning, the cafeteria will not be available one hour before and after lunch and dinner. Please inform the janitor if you cannot be on time for the meals (extension #30). **If there is no notice of delay the meals may be disposed.** The kitchen staff does not accept cooking of collected animals.
- d. If you want to cook, please feel free to use the rice cooker, microwave, refrigerator (white), toaster oven, induction cooker, and cookware. Please do not use the silver refrigerator, it is for kitchen use (for ordered meals). Please do not put any tableware in the refrigerator. Please clean up after yourself.
- e. **Please make sure to separate your trash following to the rules** Please trash cans and glass bottles in "Non-flammables", trash PET bottles after rinsing in "PET bottles", and trash other garbage in "Flammables".
- f. **Please do not make loud noises at night.** Please return tables and chairs to their original positions.

## 4. Bathroom

- a. Bathrooms (equipped with body soap, shampoo, and conditioner) are unavailable between 9:00-16:00 (cleaning time). Available hours are posted on the white board located on the first floor of the dormitory and in the bathroom changing rooms. Boiler operating hours (the hours during which hot water is available) are subject to change to save fuel costs, so kindly check for the latest updates.
- b. The hallway gets very slippery when wet so please dry yourself before walking the hallway. Please keep the fan on. Keep the bathroom door closed.
- c. Hair dryers are available at the sink. Please use it there and do not use it elsewhere.

## 5. Laundry

- a. **You are free to use the washing machines and dryers located opposite the toilets on the ground floor and in the changing rooms of the shower rooms. As there are only a few washing machines and dryers available, please cooperate with other users by putting your laundry away promptly after use.** Distribution of laundry detergent ended on 31 March 2023.
- b. Your bedding set can be changed at 600 yen. Please ask the dormitory staff and pay the charge at the office.

## 6. Wi-Fi Information

**SSID : asamushi Key : asa64guest (WPA-PSK/AES)** There may be a connection error for older operating systems.

## 7. Emergency Countermeasures

- a. If there are any problems in the weekday daytime, please inform the janitor. If the janitor is absent, please call the office. *How to call the office with the dorm's telephone: Pick up the receiver. Confirm that "内線 (extension)" is blinking. Dial 10 or 11.*
- b. If an emergency occurs during the night, please call your host staff.
- c. Fig. 1 shows the way to the evacuation area when a fire occurs. When an earthquake occurs and if an evacuation order has been announced, please evacuate as above. Please confirm the detail of the countermeasures by reading the **"DISASTER COUNTERMEASURES"**.

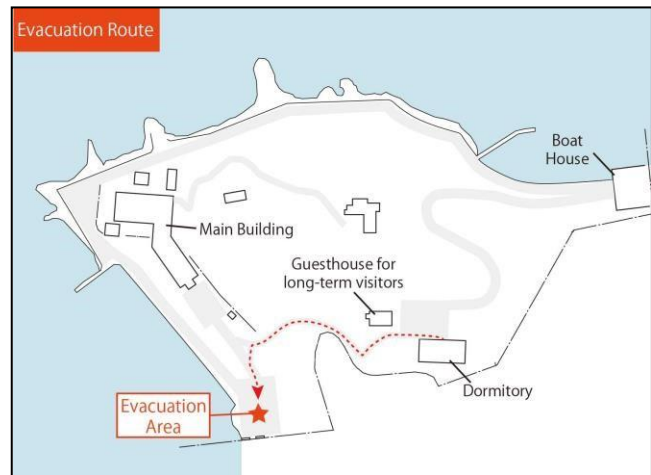


Fig 1. Evacuation route.

1. quickly evacuate to a shelter and secure your own safety.

After you have secured your own safety, please communicate your safety information by appropriate means.

Once you have secured your safety

Report on Google Forms Disaster Safety Confirmation Sheet

\*Read and save the QR code in advance.



## 8. Others

- a. **Smoking is prohibited in the center's property.**
- b. **Please cooperate in saving electricity and water** (e.g. turn out the lights of rooms when nobody is using them, turn off the air conditioner when leaving the cafeteria, etc.).
- c. Do not remove items from the accommodation room.
- d. Keep the fan of the restroom on and close the doors and toilet lids. Please do not bring out the toilet paper.
- e. Please be careful not to get bitten by insects. Please try not to keep the entrance open for a long time.
- f. Cotton badages, adhesive bandages, and medicine are at the office.
- g. If a guest intentionally or accidentally causes damage to the Research Center, the guest will compensate the Research Center for that damage.
- h. Floor plan (Fig. 2).

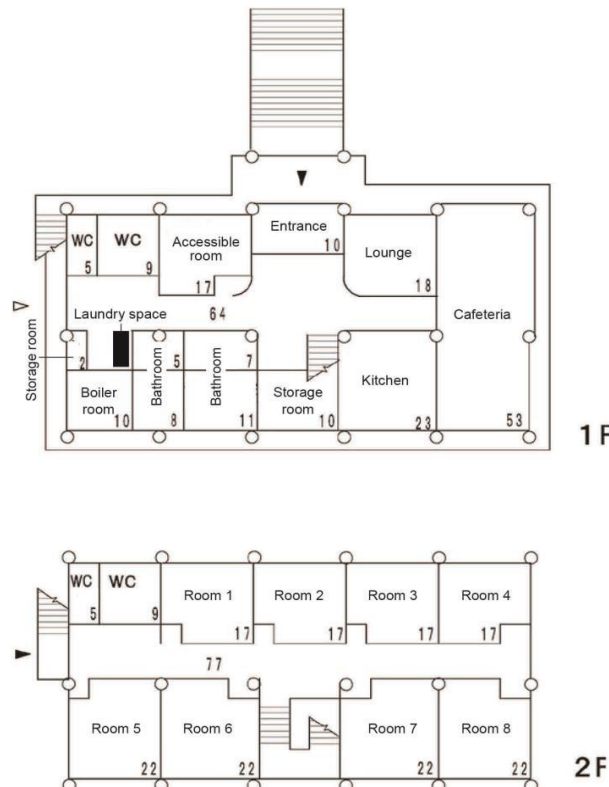


Fig 2. Floor plan.