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November 2023  
Dean, Graduate School of Arts and Sciences

To Students and Staff

### Notice – Campus clean-up at Komaba

As in previous years, there will be a campus clean-up by staff and students to maintain the natural environment of Komaba Campus and keep the campus clean. We appreciate your cooperation.

#### Details

1. Date  
Tuesday 5 December 2023 14:00-15:30  
(Will be postponed to Wednesday, December 6 in case of rain)
2. Areas to be cleaned
  - Teaching staff and classroom staff – areas surrounding the building where your office / laboratory is located.
  - Other staff – areas around the building where you work, or other designated areas.
  - Students in cultural club activities – areas around Campus Plaza, Student Centre and buildings used for club activities.
  - Students in sports club activities – areas around gyms and sports fields.
  - Other students – lecture buildings and areas around lecture buildings
  - Staff members of COOP – areas around COOP buildings
3. Waste collection points
  - Ordinary waste such as plastic waste, paper waste, empty cans and bottles. Please make sure to sort them into five categories: combustible waste, non-combustible waste, plastic bottles, drink cans and glass bottles.
    - Collection point A: 6 places – go to the nearest one (cf. attachment 1)
  - Desks, shelves, laboratory benches, fridges, printers, copiers, office automation equipment etc.
    - Collection point B: 2 places – the west side of Building 18 (open space in front of Advanced Research Laboratory) , the east side of Graduate School of Mathematical Sciences Building. (cf. attachment 2)
  - Personal computers, servers, monitors, etc.
    - Collection point C: 1 place – the west side of Building 18 (open space in front of Advanced Research Laboratory). (cf. attachment 2)

#### <Attention>

- The only day disposal can be done is Tuesday, December 5 , and the same applies in case of rain. (Disposal cannot be done the day before).
- If throwing away computers etc., please make sure to delete all important data (such as your personal data) from both hard disk and memory and leave them all in a non-reusable state.
- Please do not leave dangerous items behind.
- Please do not throw away containers which still contain liquids, aerosol/spray cans which still contain gas or Toner cartridges for printers. (They cannot be collected by the waste disposal company.)
- We don't collect the fallen leaves as combustible wastes. Please throw them on the ground under the trees, around the hedges or put in the "Bio Nest" which is made of circled tree branches. So, you don't have to clear the fallen leaves under the trees or around the hedges.  
※Collect only fallen leaves in the "Bio Nest". Do not include tree branches.

4. Cleaning methods

Please pick up any plastic and paper waste, cardboard waste, empty drink cans and bottles, packaging material (styrene foam), scrap metal etc. found outside within your designated areas, and put them into waste bags (sorted into 5 categories). Items that are too big for a waste bag should be taken to waste collection point B (please see above).

5. Cleaning equipment

Cleaning equipment (waste bags, gloves etc.) should be collected on the day from the Finance Division by the administrative staff of individual divisions and departments.

6. Other

Bicycles left without permission on campus will be removed by administrative staff on the day.

In addition, confidential documents will be disposed of on the same day. The Finance Division will explain the details.