

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.

Your co-operation will be greatly appreciated.

Please join us if you feel OK since covid-19 hasn't been under control yet. Please make sure to wear a face mask, maintain social distancing in order to prevent its spread.

#### Details

1. Date

Tuesday 6 December 2022 14:00-15:30

(Will be postponed to Wednesday 7 December 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 east side of Komaba Library stack room, the west side of Building 18 (open space in front of Advanced Research Laboratory). (cf. attachment 2)

- Personal computers, servers, monitors, etc.

Collection point C: 1 place – Building 1 courtyard (cf. attachment 2)

#### <Attention>

- Computers etc. will be collected ONLY on Tuesday 6 December from Collection Point C: 1 place – Building 1 courtyard. (They must not be disposed of in Collection Point A nor B. Even if it rains, they will be collected on Tuesday 6 December.)
- 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 in Building 1 courtyard.
- Please do not leave dangerous items behind.
- Please do not throw away containers which still contain liquids or aerosol/spray cans which still contain gas. (They cannot be collected by the waste disposal company.)
- Toner cartridges for printers cannot be collected.
- Please strictly follow the exact garbage-collecting, clean-up date, but waste can be left at the east side of Komaba Library stack room and the west side of Building 18 (open space in front of Advanced Research Laboratory) from the day before afternoon (13:00-17:00).
- We don't collect the fallen leaves as combustible wastes. Please throw them on the ground under the trees, around the hedges or into "Bio Nest" which is made of circled tree branches. These helps to make leaf soil, so you don't have to clear the fallen leaves under the trees or around the hedges. (cf. attachment 1)

Please don't throw tree branches in "Bio Nest." ONLY FALLEN LEAVES can be thrown in "Bio Nest."

#### 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

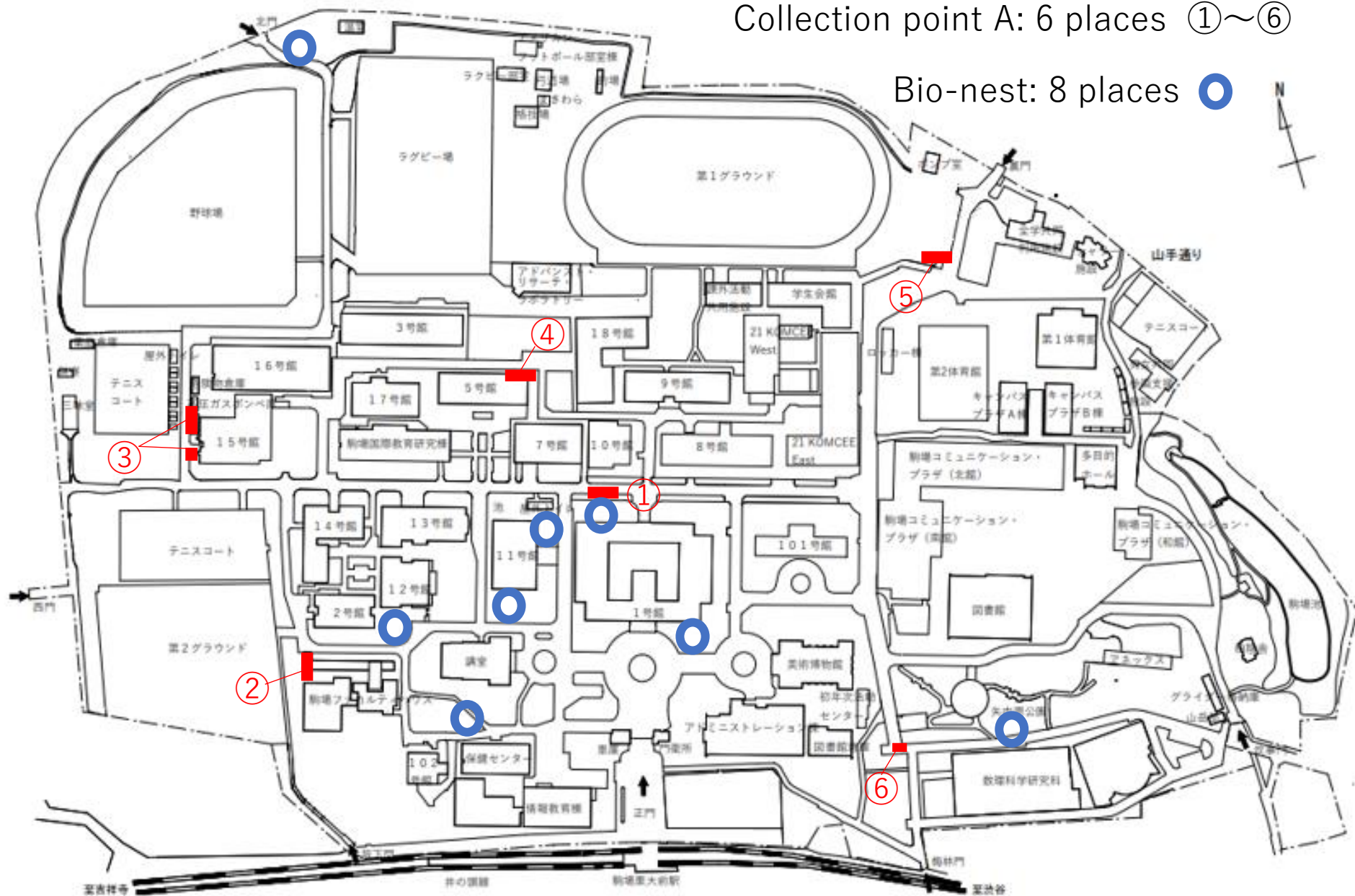
Cleaning equipment (waste bags, gloves etc.) should be collected on the day from the equipment staff of the finance division by the administrative staff of individual divisions and departments.

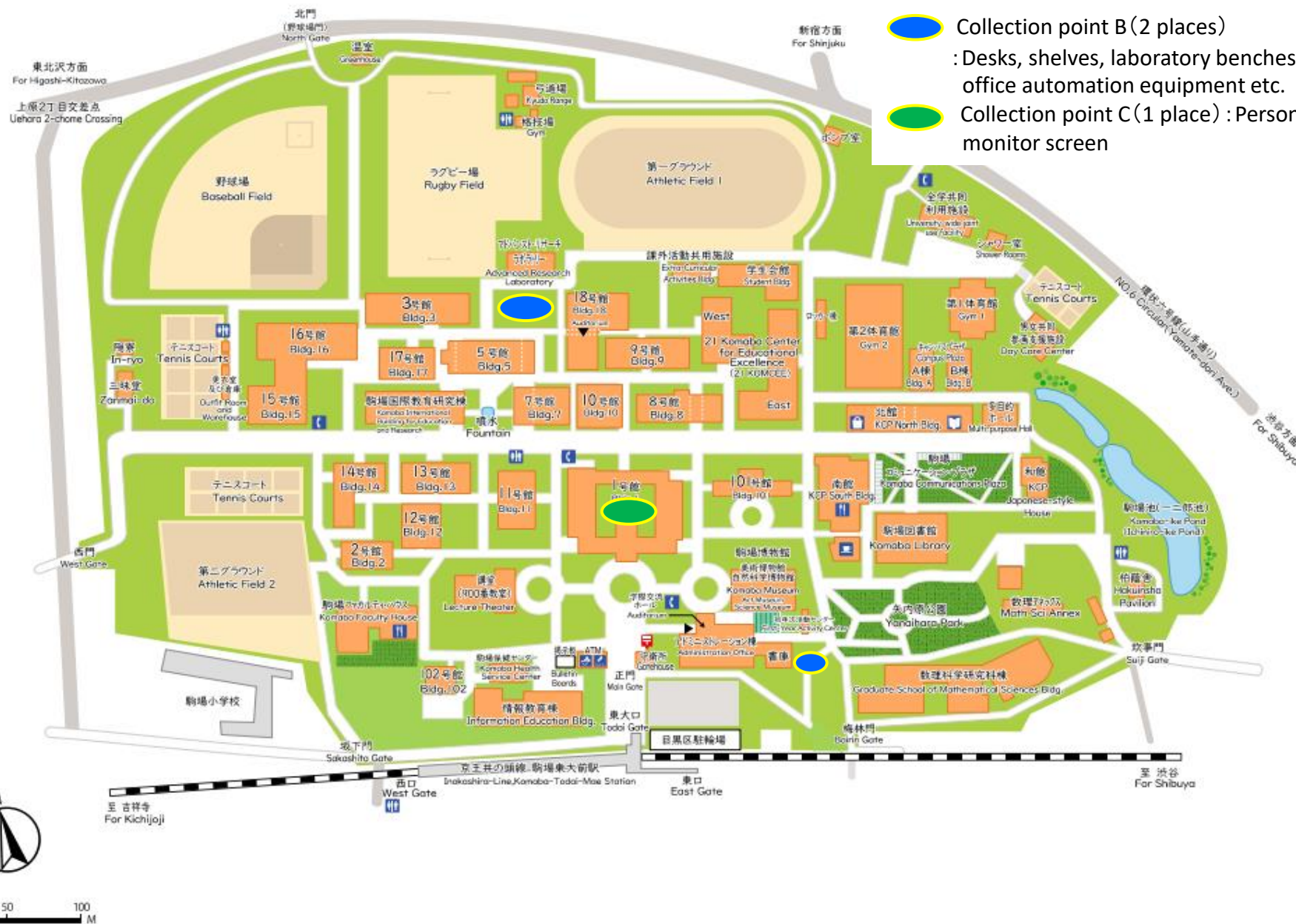
#### 6. Other

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

Collection point A: 6 places ①~⑥

Bio-nest: 8 places





- Collection point B (2 places) : Desks, shelves, laboratory benches, fridges, scanner, office automation equipment etc.
- Collection point C (1 place) : Personal computers, server, monitor screen