Guide to using KKC

AOTS Kansai Kenshu Center (KKC) is a training and accommodation facility primarily for trainees from overseas.
We hope that KKC will become a “home away from home” for all trainees during their stay in Japan.
We believe that your stay at our center will provide a valuable opportunity to build friendships with people from around the world.
We also hope that living together with people from different cultural backgrounds and lifestyles will lead to genuine mutual understanding and international goodwill.

Since KKC is not a typical hotel but a place dedicated to learning and cultural exchange, it operates under a different set of rules. To ensure a comfortable and safe stay for all guests, we kindly ask you to read this guide carefully. We appreciate your understanding and cooperation.



Guest Room Information

Safety, Security and Non-Smoking Policy



For safety and security reasons, inviting non-resident visitors into guest rooms and cooking in guest rooms are prohibited.
he entire building is non-smoking. If you wish to smoke (including electronic cigarettes), please use the designated smoking area in the courtyard on the first floor.

Room Key and Door Lock



Guest room doors are not equipped with an automatic locking system.
Please make sure to lock your room whenever you leave and while staying inside.
The orange stick inserted in the power socket serves as the main power switch for the room.
Please do not remove it.

Refrigerator



Please keep the refrigerator clean at all times.
Any food left in the refrigerator after check-out will be disposed of by the center.

R Card



You will receive an R Card at the reception desk during check-in.
Please use this card when dining in the canteen.
Charges will be recorded automatically and billed together either on the first day of the following month or when you check out.
Please do not bend or damage the card.
If the card is lost, notify the reception desk immediately.
When checking out, please return the R Card together with your room key.

Telephone



Internal Calls

Dial the room number of the person you wish to call directly.
The reception desk extension number is 9.

Wake-Up Call

To set a wake-up call, dial #0 and then enter the desired time.
Examples:

7:00 → #0 0700
17:30 → #0 1730

To cancel a wake-up call, dial #1.

Message Lamp

If you receive a telephone call or message while you are away, the message lamp on the telephone will light up. Please contact the reception desk.

Internet



Wi-Fi service is available.
You may also use the wired LAN port located beneath the bookshelf.
Internet access is provided free of charge.

Television



Instructions for operating the remote control are posted near the television.

Bathroom



Toilet

Please do not flush anything other than the toilet paper provided.

Washbasin and Bathtub

Do not allow hair, food waste, or other debris to enter the drain.
Hair dye products are not permitted, as they may stain the walls permanently.
To prevent accidental activation of the fire alarm,
always keep the bathroom door closed while bathing or showering.

Drinking Water

Tap water in the bathroom is safe to drink.
Hot and cold drinking water stations are also available on each floor.

Room Cleaning



Cleaning days: Every day except Sunday
Cleaning hours : 10:00 - 15:00
Bed sheet replacement: Once every three days, except Sundays and public holidays

If you do not wish to have your room cleaned, please hang the DD (Don't Disturb) Card
on your door handle by 10:00.
If you only wish to request eco-service or garbage collection, please place the appropriate card
outside your room before 10:00.

In your room



Please be quiet

Please be quiet to avoid disturbing other guests, especially between 22:00 and 07:00.

Fire Prevention

For safety reasons, please do not use stoves, heaters, electric kettles, or any other
heat-generating appliances.
The standard voltage in Japan is 100V. Do not use appliances that are not compatible with 100V power.

Visitors

Inviting non-resident friends or visitors into guest rooms is prohibited.
Please meet visitors in the lobby.

Dress

Please do not leave your room wearing pajamas, underwear, or slippers only.

About facilities

Canteen



The Canteen is located on the first floor and operates on a self-service basis.
Operating Hours （ Closed on Sundays ）

Breakfast	6:30–8:30 (Monday to Friday, excluding public holidays)	
	7:00–9:00 (Saturdays and public holidays)	
Lunch	12:00-13:30	
Dinner	18:30-20:30	※Last order is 10 minutes before closing time.

For hygiene reasons, please do not take food from the dining hall to your guest room.
Cooking anywhere within the center is prohibited.

Vending Machines



Beer, soft drinks, and other beverages are available 24 hours a day from the vending machines located in the café area.
soft drink vending machines are available on the first and second floors

Laundry Room



The laundry room is equipped with a fully automatic washing machine, dryer, and iron for guests' use.
For fire safety reasons, it is forbidden to bring irons into the rooms.
Please be sure to keep the laundry room door closed while using the facilities,
as noise may disturb guests staying in nearby rooms.

The laundry room is available for use from 7:00 to 23:00
Laundry rooms are located on the 2nd, 3rd, 4th, 6th, and 8th floors.
※Please note that laundry rooms are designated for either male or female guests depending on the floor.
Kindly check the signage at the laundry room entrance before use.

Please do not hang laundry, shoes, or other items on the balcony, as they may be blown away by the wind.

Gymnasium



Enjoy a variety of indoor sports in our gymnasium, including basketball, badminton, and table tennis.
Please wear indoor shoes when using the gym. Please bring your own indoor shoes,
as they are not provided.

Pool



There is a swimming pool at Sumiyoshi Sports Center, located near KKC.
AOTS trainees can use the pool at half price by presenting their Medical Card.
A swimsuit and swimming cap must be worn at all times. Please bring your own.

Party Room



Guests are welcome to use the party room for small parties and gatherings,
and may bring their own food and beverages.
For more information, please contact the Front Desk.

Bulletin Board



Notices for guests, information on in-house events, and tourist information are posted
in the lobby next to the Front Desk.

About Services at the reception (front desk)

Front Desk Hours : 6:00 – 24:00
Check-in : 15:00 – 24:00
Check-out : 6:00 – 10:00
If you need to check in or check out outside the above hours, please notify the front desk in advance.

Curfew



Curfew is 24:00. The main entrance is locked between 24:00 and 6:00.
If you are unable to return by the curfew due to unavoidable circumstances,
please inform the Front Desk in advance. Please make every effort to return by the curfew.
If you will be staying away overnight, please leave your contact details with the Front Desk
so that we may contact you if necessary.



Payment

Please make your payment in Japanese yen or by credit card.
Travelers' checks and foreign currencies cannot be accepted.
Please note that foreign currency exchange services are not available at this center.

Items Available for Loan

Hair dryers, plug adapters, sports equipment such as rackets for use in the gym, and musical instruments are available for loan. If you would like to borrow any of these items, please contact the Front Desk.

Message and Sales Services

We can arrange shipping for your luggage and other parcels.
Daily necessities, stationery, and other items are also available for purchase.
Please visit the Front Desk to make a purchase.
Copying services are available for a fee. Please contact the Front Desk if you require photocopies.

Baggage Storage

Luggage can be stored for up to one month. Guests wishing to use this service are kindly requested to contact the Front Desk.
Please note that we are unable to accept fragile items or valuables for storage.

Valuables Storage



Please deposit your valuables in the safe deposit box at the Front Desk.
The Center accepts no responsibility for any loss or theft occurring in guest rooms or elsewhere on the premises, except for valuables that have been deposited with and accepted by the Front Desk.

Medical Support (For AOTS Trainees Only)



If necessary, we can accompany you to a nearby hospital. Please consult the Front Desk for assistance.
Please note that expenses incurred for medical treatment and hospital visits are, in principle, covered by your insurance policy.

Free medical consultations by a physician are offered once a week.
If you would like to use this service, please apply at the Front Desk.
The date and time of the consultations are posted near the Front Desk on the first floor.

Information on Disaster Preparedness and Evacuation

The KKC building has been designed with full consideration for the safety of all occupants.
However, unexpected accidents and emergencies may occur as a result of momentary carelessness or circumstances beyond our control.　In case of an emergency, please read the following safety instructions carefully in advance.
We appreciate your cooperation in helping us maintain a safe and comfortable living environment for everyone.

1．Fire Safety

①Please do not use irons, hot plates, portable heaters, cooking appliances, or any other electrical equipment, nor any open flames such as candles, in guest rooms.

②The entire facility is a non-smoking area. Smoking is not permitted in guest rooms.

2.Fire Alarm Signal

If a fire breaks out in a guest room, the fire alarm system will be activated and an emergency alarm bell will sound in the area surrounding the fire.

After staff confirm the fire, emergency alarm bells will sound on the affected floor and the floor directly above it, and a fire announcement will be broadcast.

3．Evacuation

①When you hear the fire alarm, please evacuate immediately. Evacuation routes are posted on the inside of your guest room doorand in the corridors on each floor. Please familiarize yourself with these routes in advance.

②If you are unable to evacuate through the corridor, you may escape to a neighboring balcony by breaking through the partition board on your balcony.You may also use the emergency escape ladder to descend to the floor below. Please refer to the evacuation route map posted on the inside of your guest room door for the location of the emergency escape ladder.

③Do not use the elevator during an evacuation. It may stop operating and leave you trapped inside.

4．Earthquake

①This building is designed to withstand most earthquakes without requiring evacuation.
In the event of an earthquake, please listen carefully to the in-house announcements and remain calm.

②The greatest danger during an earthquake is fire. First, extinguish all open flames immediately.

5. Emergency Contact

In case of emergency, dial "9" on the telephone in your guest room to contact the Front Desk.

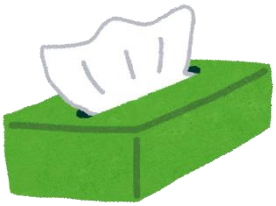
6. Fire Drills

Kansai Kenshu Center conducts fire drills on a regular basis. During drills, emergency announcements and sirens will sound.　We appreciate your understanding in advance.

Prior notice of fire drills will be given through posted notices and in-house announcements.



Waste Sorting at KKC

Type of Waste	Disposal Location
Cans, glass bottles, and PET bottles 	Room waste bin (with a picture) 
All other waste  	Room waste bin (without a picture) 

※CAUTION※
Please rinse before disposal!

