



 **RYOZAN PARK**

RESIDENT'S HANDBOOK

Welcome to Ryozan Park!

Hello and welcome to Ryozan Park (RZP Share House), a community that promotes culture and friendship. We believe that **Life is Better Shared!**

About this handbook

We've done our best to include everything you might need to know during your stay here but if there's anything you're unsure of don't hesitate to ask any of the residents. We are all here to help one another.

This booklet should cover most of the things you need to know when moving in to RZP. We hope that it will be easy for you to refer to at any time. We've also included some cultural points, information about the area, and a list of recommended places to eat and drink at the end. If there is anything we have missed out, please let us know.

First Floor

Kitchen

Located on the first floor, the shared kitchen area is for you to sit and relax, watch TV, cook and eat.

With 41 residents, it is VERY important to wash, dry and return dishes and utensils, and wipe surfaces immediately after use. Let's keep the kitchen clean and tidy, ready for the next person to use the space. There are specific cloths for hands, dishes and surfaces. Just ask if you are not sure.

Refrigerator and storage

There are two fridges, silver and black. In the silver fridge, you will find plastic baskets in which you can store your belongings. Write your room number to ensure your items don't go astray! During the residents meeting every month anything that is out of date will be disposed of.

On the top left hand side of the silver fridge is where most residents keep cooked rice balls with their room number on each one.

Dry goods storage is in the tall black cupboards along side of the kitchen beside the door. Each floor has their own section and each room has their own plastic tub.

Second, Third and Fourth Floors

The private rooms are on the 2nd, 3rd, 4th, and 6th floors of the Sugamo Grand building. The 5th floor is for the parents of the owners so please avoid going to 5th floor unless you have special permission.

Your room

A single bed, a desk and cupboard are provided. You may decorate your room but we ask that you **refrain from using pins** on the walls or any other material that may leave a mark.

We will provide you with a bathmat. Take it to and from the shower room with you each time to ensure the floor stays dry when you use the shower or bath. We will provide you with a mattress pad. There is a one-off charge for both which is 4,000 yen.

There are housekeepers who clean the shared spaces daily but we ask that you keep your own room clean and in a habitable condition. You can find the vacuum cleaner for your floor in the corner of the shower room next to the utility sink.

The **3rd floor is the women's only floor**. There is a powder room available which women on the 2nd and 4th floors are permitted to use.

Visitors

Your friends and family are welcome to visit RZP, however you must let residents know who is coming to visit via the RZP Resident's Facebook page. Visitors must have permission to go anywhere outside the 1st floors. Visitors are not permitted to enter the bedrooms.

Shower maintenance

Showers are available for residents to use on their respective floors. The showers should be clean after to each use by removing all of your hair, wiping down the surfaces with a squeegee, and removing all your products and clothes from the shower room. If the floor is wet, be sure to mop it up as the floor can become slippery and dangerous for the next person to walk on.

Bath

If you're using the bath, leave the bath mat outside the door. Once you're finished clean the room by removing all hairs and wipe down the tub for the next person to use.

Hairdryers

These are situated under the sinks in the shower room. They are donated by the residents so please be mindful of this when using them.

Sixth Floor

The 6th floor has two private bedrooms plus private facilities for the residents living there. The main door to the rooms also leads to the shared rooftop deck and there is no lock, so as a courtesy, **please knock before entering** (you don't need to wait for a reply, it's just a courtesy knock).

Rooftop Garden

Using the garden space is permitted. Harvesting vegetables, growing herbs, and plants is also encouraged. During the warmer months, some residents like to go upstairs to take in the lovely views of Skytree!

As a courtesy to the residents on that floor, please do not try to access this area from 22:00 - 07:00 unless absolutely necessary.

The Basement (B1)

Gym

Residents are free to use the gym, however be sure to check the schedule as outside organizations rent the space on a weekly basis. Once finished in the gym be sure to place all equipment back to its original spot, mop the floor, and turn off all lights and ACs.

White Room (Event Space)

The basement is occasionally used for external events. We like to use it for RZP parties, and encourage residents to plan these. There is a fee for hosting larger events that include non-residents, so please check the details with office management before booking.

Music Room

A soundproof room where you can practice playing your instruments (or scream in private). Please note: musical instruments left here are the responsibility of the owner. Ryozan Park does not accept liability for any loss or damage.

This room may also sometimes be used for guests who wish to stay over at a charge of ¥1,000 per night. **This must be booked in advance at least 1 day before** and a photo of the guest must be posted on the Facebook page. This service is at the discretion of the owners. Please talk to Nori privately for details.

Shower Room

The shower room in the basement is strictly for use by office tenants, non-residents using the gym and guests staying in the music room, at a charge of ¥500.

Laundry

There are 6 washing machines and 5 separate dryers for you to use. The washing machine and dryer at the back of the room is for ladies only, the rest are unisex. Please use your own detergent.

You may use the baskets with the RZP logo on them to carry your clothes but remember to return them when you're finished using them.

There is a lost and found box where odd socks etc. are placed. This is emptied and disposed of every month.

An iron and ironing board are provided here. You may use them in your room but please return them immediately afterwards.

Rubbish Bins/Garbage

There are various recycling areas. Here's a breakdown of what they all mean —

- The large bins beside the door are for burnable items
- The two circular light grey bins are for burnable items
- The two small white wire baskets are for wastepaper and all the junk mail you will inevitably receive

- Beside this is an area where the kitchen garbage bags are disposed of, or any other large burnable items contained in a white plastic rubbish bag
- Cardboard is stacked next to the parcel lockers. Please flatten your cardboard boxes and place them here
- Further up the slope near the gate are the bins for glass, aluminium cans, and glass bottles.

It all sounds overwhelming! If you are unsure about anything, just ask.

Mailboxes

Each resident has their own private mailbox. You can find the combination code inside the red folder in your room. If you can't, please let Jamila or Kazumi know and they will help you.

There are also parcel lockers for deliveries. If you are expecting a parcel delivery, please check your mailbox and the lockers, and empty it ASAP so that other residents can receive their parcels (if you don't know how this works, ask Jamila or Kazumi).

Bicycles

If you have a bike you can leave it here for a one-off fee of ¥5,000. Please lock your bikes. Ryozan Park takes no responsibility for any loss or damage.

Smoking

Smoking is not permitted anywhere in or around the building except for in the designated smoking area in the basement (the wood-decked area beside the bicycle rack). Please keep the area clean and tidy.

About the Area

Sugamo is a relaxed and well-connected neighbourhood in Northern Tokyo. Sugamo's highlights include the Jizo Dori shopping street, Rikugien, a traditional Japanese garden, and the natural hot springs at Sakura Onsen. (See info. on p11)

Located 2mins from the Yamanote line, two stops from the main hub of Ikebukuro (5 mins) and only 12mins from Shinjuku. There's also the Toei Mita line which takes you to places like Suidobashi (where Tokyo Dome is), Jimbocho (famous for book shops), and Hibiya (Midtown, shopping, cinema, and a transfer hub).

Komagome is less than a 10-minute walk which is also on the JR line, and access to the Tokyo Metro Namboku line which takes you to popular spots such as Todaimae, Iidabashi, Azabujuban, and Roppongi-Itchome.

Otsuka (where we have another Ryozan Park building with a co-working space, private offices and an English Preschool, see p.11) is 2mins on the train or a 20min walk. Here you will find the Sakura Tram (Toden Arakawa Line) which takes you to places such as Waseda and the Arakawa river. See page 10 for popular spots to eat and drink. Otsuka has such a great atmosphere, quite different to that of Sugamo and worth checking out.

