

Upon arrival

You should plan to arrive on Sunday prior to your rotation, and you should plan to check out on (or before) the last Saturday of your rotation at UPMC Hamot. Housing is located in Modern Tool Square, a facility located at 333 State Street, Erie, PA 16507. Please note that the entrance you will use is on State Street. There is a metered parking lot alongside the building on East 3rd Street. Come prepared with quarters. If you need to arrive sooner or leave later, please contact Annmarie Kutz as soon as possible to discuss your options.

To secure your keys to the Modern Tool building and your room, you should walk across East 3rd Street, past the public parking garage, and to the main entrance of the hospital. At the Information Desk in the main lobby, ask for directions to the Security Department in the sub-basement. Once at Security, knock at the door – someone is there to answer 24/7. Request a housing envelope addressed to you. Your room assignment will be noted on the outside of the envelope and is also imprinted on the key. Inside the envelope you will find a key for the outside entrance of Modern Tool marked ED. The second key is for inside access to the student housing area and your room.

Once back at Modern Tool, use your ED key to enter the building. Take the elevator or stairs to the second floor and locate the Student Quarters entrance. Use your key to gain entrance.

Your room has a private bathroom. Plan to provide your own towels and bedding (twin-size). There is a lounge and kitchen area equipped with a refrigerator, microwave, and toaster oven. A washer and dryer are also available; you should bring your own laundry detergent. An internet connection is available as well as a phone to make local calls or reach extensions in the hospital. The phone number is (814) 877-6251.

Once you've moved your belongings into your room, you can move your car to the nearby UPMC Hamot Heart Institute parking lot, located at 120 East 2nd Street. This has been pre-arranged as overnight free parking for you (Sunday night to Monday morning ONLY.) To have your parking validated, please bring your parking ticket to the GME Office (Modern Tool, 2nd Floor, Suite 206) on Monday morning. Afterwards, you will receive an ID badge and parking sticker from UPMC Hamot Human Resources and should then move your car to a no-fee employee parking lot (shaded lots on Parking Map attachment).

Compliance during your stay

1. The premises are to be kept clean. Housekeeping will clean the individual rooms twice a week on Tuesdays and Fridays. Make sure all personal belongings are put away. If you are in your room and do not want to be disturbed, please post a note on your door. Students/residents are responsible for making beds and taking care of any dishes, etc.
2. Keep food sealed and/or in the refrigerator; discard as necessary. You may want to identify items you store in the refrigerator with your name. At the end of your stay, remove all of your food items. Whenever you use the kitchen, make sure it is left tidy and clean for others. Dishes and cooking utensils are not provided.
3. Keep your room locked at all times. Call UPMC Hamot Security, 814-877-6666 for security related assistance. Also contact security if you lose or forget your keys.
4. There are to be no pets on the premises.
5. There will be a \$10 deposit for the room key collected by Medical Education prior to your rotation. Your key must be returned to Annmarie Kutz in the Medical Education Department. If Annmarie is unavailable, see Elaine Gibson.
6. Possession and/or use of alcohol in the housing quarters is prohibited.
7. There is to be absolutely no smoking or open flames (i.e. candles) in any UPMC Hamot building. UPMC Hamot is a Tobacco-Free campus. Students/residents are not permitted to use tobacco products while representing UPMC Hamot or while on UPMC Hamot property and leased space occupied by Hamot Health Foundation and its

affiliates. As with employees, students/residents are not permitted to use tobacco products during their work shift, including breaks/lunch.

8. Rooms will be inspected upon departure to make sure there has been no damage and all items are in place. Student/residents will be held accountable.

Additional information:

- For any maintenance issues or emergencies, please contact Annmarie Kutz in Medical Education (814-877-4180).
- If you are expecting mail, please have it addressed to your name c/o Medical Education, 201 State Street, Erie, PA, 16550. You will be notified by e-mail when mail has arrived. It can be picked up in the Medical Education office, located on the 2nd floor of the Modern Tool Building, Suite 206 between 7:00 am-3:30 pm.
- If you are experiencing difficulty getting the shower head to work in your bathroom, pull down on the tub faucet.
- On the last day of your rotation, follow the prompts on your departure form to return materials as described. In order to receive your room deposit, your identification badge and room key must be returned. If you are leaving during the weekend when the Medical Education office is closed, you may place the keys in an envelope and return them to UPMC Hamot Security Office, located in the sub-basement of the main hospital.
- Housing is a scarce and limited resource. Therefore, students should be aware of the possibility they may be asked to share a room with another student. Each room has two twin beds and can easily accommodate two students at a time. While uncommon, it is important for students to be aware of this possibility. Every effort will be made to notify students in advance if the room will be shared during their rotation.