

Before arrival

You should plan to arrive no earlier than the Sunday before your rotation start date, and you should plan to check out on (or before) the last Saturday of your rotation at UPMC Hamot. If you need to arrive sooner or depart later, please contact Annmarie Kutz kutza@upmc.edu as soon as possible to discuss your options.

What to Bring

- Bedding (twin-size), pillow
- Towels
- Laundry detergent, fabric softener
- Food, dishes, cutlery and cooking utensils
- Quarters/smartphone with MeterEZ app installed for parking during move-in/move-out

Upon arrival

Housing is located in Modern Tool Square, a facility located at 333 State Street, Erie, PA 16507. Please note that the entrance on State Street is most convenient for accessing the student housing quarters, though only limited on-street parking is available near this entrance. Along East 3rd Street, there is a metered parking lot and a building entrance that can be used alternatively to the State Street entrance. If using the East 3rd Street lot, come prepared with quarters or install the MeterEZ app on your smartphone.

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.

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.) Due to construction, East 2nd Street is only accessible from Holland Street.

To have your Heart Institute parking validated, bring your parking ticket to the GME Office (Modern Tool, 2nd Floor, Suite 206) on Monday morning. No validation will be offered past 11am on Monday morning. You will need to also bring a \$10 deposit for the room key and the signed housing agreement form to the GME Office on Monday morning.

Before your rotation begins, you will receive an access badge and parking sticker from UPMC Hamot Human Resources, located in the 300 State Street building, Suite 100. Afterwards, you should move your car to a student-designated parking lot.

Your keys must be returned to Annmarie Kutz in the Medical Education Department or to UPMC Hamot Security Office, located in the sub-basement of the hospital before you leave.

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. Whenever you use the kitchen, make sure it is left tidy and clean for others. At the end of your stay, remove your food items from refrigerator, cupboards and room. Do not leave food items behind.
3. Do not tamper with the thermostats. To have the temperature adjusted, please contact Annmarie Kutz.
4. 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.
5. There are to be no pets on the premises.
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 & Suggestions:

- 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, Modern Tool Building, 333 State Street, Suite 206, Erie, PA, 16507. You will be notified by e-mail when mail has arrived. It can be picked up in the Medical Education office between 8:00am and 3:30 pm.
- If you are having trouble with the shower head in your bathroom, pull down on the tip of tub faucet.
- You may want to consider bringing a fan or an extra blanket, as there is only thermostat that controls all of the rooms. If you are too hot or too cold, please contact Annmarie Kutz. Do not tamper with the thermostats.
- 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 access 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 and badge 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.