

Housing Information

Upon arrival

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. You can arrive any time during the weekend prior to your rotation.

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 (not wireless) is available in the lounge area 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 temporary and free parking for you until Monday morning. After you have received an identification badge and parking sticker, you should move your car to a no-fee employee parking lot.

Compliance during your stay

1. The premises are to be kept clean. UPMC Hamot housekeeping will clean the individual rooms once a week on a designated day. 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 Elaine Gibson in the Medical Education Department. If Elaine is out, see Bill D'Andrea.
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 Elaine Gibson in Medical Education (814-877-4178). If attention is required after work hours, on weekends, or when Elaine is unavailable, contact Tom Theiss at 814-882-8029.
- 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 6th floor of the UPMC Hamot Professional Bldg, 104 East 2nd Street, between 7:00 am-3:30 pm.
- 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 use the mail slot in the Medical Education office door (6th floor, Professional Bldg). If you leave a forwarding address, your deposit will be returned to you.