

Medical Student Housing Information



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.

UPMC Hamot student housing consists of two apartments located within Federal Row Square:

- A two-bedroom unit at 141 East 4th Street (sleeps up to 4)
- A one-bedroom unit at 410 Holland Street (sleeps up to 2)

Two twin beds are in each bedroom. You can expect to have one or more roommates. Please plan accordingly.

What to Bring

- Bedding (twin-size), pillow, pillowcase
- Towels
- Laundry detergent, fabric softener
- Food

Upon arrival

When you arrive on campus, you may park in one of the fee-based parking areas (green) or one of the free lots (blue) that appear on the parking map below. Once parked, make your way to the main entrance of UPMC Hamot, located at 201 State Street. 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 apartment assignment will be noted on the outside of the envelope. Inside the envelope you will find a key for your assigned apartment.

Once you secure your key, you may begin moving into the apartment. It's likely other student(s) are already in occupancy so try to be courteous and mindful of noise as you move in. You may park in either the blue lots or green lots on the map overnight, but only the blue lots are free parking.

Before your rotation begins, you will receive a door access badge and a parking sticker from UPMC Hamot Human Resources, located in the 300 State Street building, Suite 100. If you are parked in the Holland Street Parking Lot, it is recommended that you affix the parking sticker to your vehicle as soon as reasonably possible to avoid a parking warning and/or ticket.

You will need to bring a \$10 deposit for the room key and the signed housing agreement form to the GME Office on Monday morning. The GME Office is located in the Modern Tool Building, 333 State Street, 2nd Floor, Suite 206.

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.

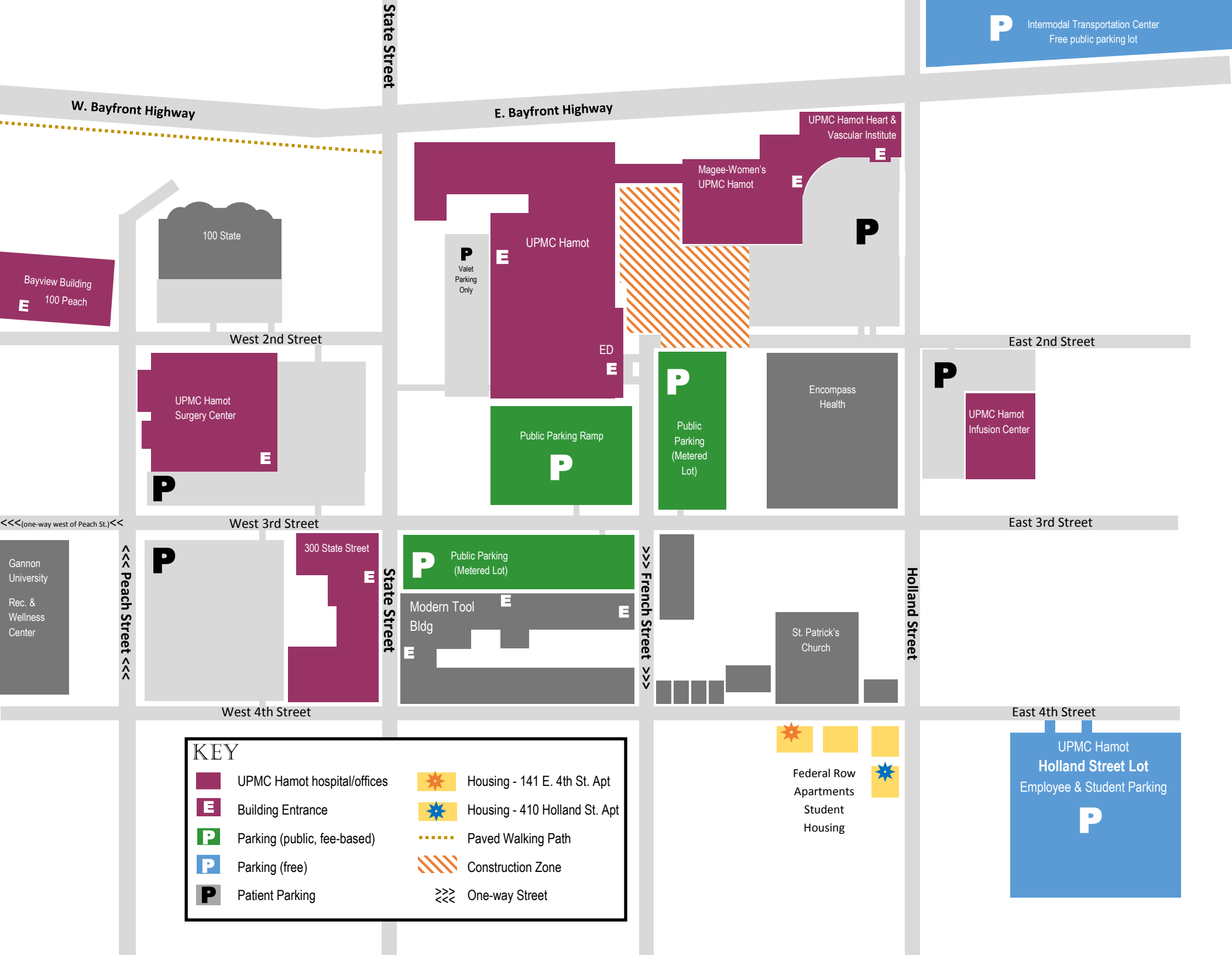
Annmarie Kutz performs weekly walk-throughs of the apartments to ensure the premises are clean and well-maintained. Most typically, this will occur every Friday around noon. Students will be held accountable for any damage.

Compliance during your stay

1. The premises are to be kept clean. Students are responsible for cleaning up after themselves (i.e. making beds, washing dishes, taking out trash, etc.) A cleaning company will clean every two weeks (vacuum, bathroom cleaning, etc.)
2. Keep food sealed and/or in the refrigerator to avoid pests; discard as necessary. 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 bedroom. Discard all food you are not taking with you. **Do not leave food items behind** for any reason.
3. Keep your apartment front/back door locked at all times. If needed, call UPMC Hamot Security, 814-877-6666, for assistance.
4. If you lose your keys, contact Annmarie Kutz.
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.

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 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.
- Free WiFi is provided, but cable television is not. For WiFi questions or problems, contact Annmarie Kutz.
- Shopping for food?
 - a. If travelling by foot – Dollar General (824 State Street), Oasis indoor marketplace (914 State Street)
 - b. If travelling by vehicle – Giant Eagle Supermarket (2501 West 12th Street), Whole Foods Co-Op (1341 W. 26th Street), Wegmans (6143 Peach Street), TOPS Friendly Markets (712 W. 38th Street)There are purely suggestions; **UPMC Hamot does not endorse these retailers/grocers**



Student Housing Agreement

By my signature below, I am verifying that I have received a set of keys for Student Housing, an apartment located in Federal Row (circle one below):

141 E 4th St or 410 Holland St.

I will return the keys at the end of my rotation on _____(date).

I have reviewed the occupancy compliance expectations for UPMC Hamot Student Housing. I understand that I am responsible for leaving the unit in good condition and that I will be held accountable for damages, excessive mess/cleaning requirements, or lost keys.

I understand I must turn in this signed form and the deposit to Annmarie Kutz **before** I begin my rotation.

Signature

Date

Print Name

Submit this form and \$10 deposit to Medical Education

Make check payable to UPMC Hamot

Cash deposits must be retrieved from the Medical Education office within two months of your rotation's end date; thereafter, deposit is forfeited.