

SCHULICH Windsor Program Accommodations

Medical Arts Building

Accommodations are situated across the street from Windsor Regional Hospital Ouellette Campus. This heritage building has 7 floors, 2, 3, 4 are all single unit floors with 6 units on each. Floor 5 has a two bedroom family unit and 3 single units. Floor 6 has a two bedroom family unit. The other units on the 6th and 7th floors are reserved for private booking. All units are primarily reserved for Residents.

Accommodations for residents:

Medical Arts Building
1011 Ouellette Avenue
Windsor Ontario

All housing requests are to be made to Jeanne Hickey, Program Coordinator, at the SCHULICH Windsor Program office. jhickey@uwindsor.ca

Family Unit Accommodation

The SCHULICH Windsor Program has **2** units which shall be designated for the use of a family requiring accommodation in Windsor. Each family unit has two bedrooms with two queen beds, full kitchen, 2 full private baths, and living area. The use of these units shall be subject to availability and will be allocated on a first come first serve basis. Due to fire regulations a maximum of 6 people (family) will be eligible to stay in the unit.

Single Unit Accommodation

The SCHULICH Windsor Program has **18 single** units which shall be designated for the use of a single learner requiring accommodations in Windsor. Each unit has one queen size bed, mini fridge, microwave, private bath with shower, desk, television and some units where available have small cooktops. The use of these units shall be subject to availability and will be allocated on a first come first served basis. Due to fire regulations a maximum of 2 people will be eligible to stay in the unit.

Family Members/Overnight Guests

Full names of all family members as well as any guests who will be staying over night must be provided to the Program Coordinator prior to arrival.

Pets

No pets, reptiles, animals, fish, etc. are allowed in the premises at any time unless there is an approved need for a service animal.

"Under the standard, an animal is a service animal if it is readily apparent that the animal is used by the person for reasons relating to his or her disability, or if the person has a letter from a physician or nurse verifying that the animal is required for reasons relating to his or her disability. If it is not obvious that the animal is a service animal, you are not required to allow the animal on your premises if the person does not have a letter from a physician or nurse, or an identification card from the Ministry of the



Attorney General."

<http://www.mcss.gov.on.ca/en/mcss/programs/accessibility/customerService/trainingResourcesAOD/A/unit6.aspx>

All service animal documentation must be provided prior to your arrival.

NB: Upon confirmation that a student or resident will be completing a rotation in Windsor, the SCHULICH Windsor office will proceed with booking accommodations based on availability however a housing form must be filled out by the resident and sent to Jeanne Hickey at jhickey@uwindsor.ca

PARKING

Parking is available on the South side of the Medical Arts building(1011 Ouellette) or near the Medical Arts Building in the Voce parking lot 2 doors South(1037 Ouellette) for residents only. All family members can park in the city lot on the corner of Erie and Goyeau.

Please note you cannot park on the sidewalk or the street. Any parking ticket issued by the City of Windsor Parking Authority is your responsibility and not the responsibility of the SCHULICH Windsor.

KEYS/Access to Building

Upon arrival in Windsor, keys/access cards will be available for pick up from the security office at Windsor Regional Hospital-Ouellette Campus located in the parking garage on the ground floor. Your accommodation package must be signed out. The Medical Arts Building is a secure facility, only those that reside in the building and have been provided a key/fob or prox card should be allowed entry. **Should any issues arise please feel free to contact the Program Coordinator, Cell Phone: 226-345-1591 Email: jhickey@uwindsor.ca**

UPON COMPLETION OF YOUR ROTATION IN WINDSOR, PLEASE LEAVE KEYS IN YOUR UNIT (ROOM) of the Medical Arts Building or in the Drop Box located in the common area next to the elevator. There will be a charge to the resident for any keys not returned or lost, in order to produce a replacement card.

After Hours

For any issues that should arise after hours there could be up to a 4 hour delay in response. Please contact Jeanne Hickey, Cell: 226-345-1591 or Jocelyn Amaral, Cell: 519-564-1011

Medical Arts Check-In

Your room will be ready after 6p.m. the evening before the start date of your rotation. If you have any questions or concerns regarding this, please contact the Program Coordinator.

Medical Arts Check-Out

You must vacate your room the morning of your last rotation day prior to 11:00a.m. Please leave your accommodation keys in your unit (room) or in the drop box located in the common area next to the elevator. If you require extended time due to your call schedule please contact the Program Coordinator 2 weeks prior to the end of your rotation. Cell Phone: 226-345-1591 Email: jhickey@uwindsor.ca



- ❖ **NOTE: If there are any concerns or issues with the check in and out times, alternative arrangements must be made through the Program Coordinator in advance.**

LAUNDRY FACILITIES

A washer and dryer are available on site and located on each floor.

BATH FACILITIES

At a minimum, there is one full shower, sink and toilet in each unit.

KITCHEN/DINING FACILITIES

A fully equipped kitchen with a full sized refrigerator, stove, microwave oven, coffee pot, all cooking utensils, pots and pans, plates, glasses, toaster, kettle, etc. is provided in the family units as well as the main/common area of the building. A microwave and mini refrigerator are located in each unit. A cooktop is located in all but a few interior rooms due to limited ventilation.

GYM/WORKOUT FACILITIES

There is a fully equipped workout room located on the lower level of the building that is available for use 24/7.

COOKING-KITCHEN EXHAUST – Common Kitchen, Family Suites

When using the common kitchen, or staying in the Family Suites, please be reminded to turn on the exhaust fan. This will allow all food smells to be carried outside the building. When this exhaust fan is not used the smells can and will filter through all floors

TELEPHONE

Local Calls: Free.

Long Distance: You must use a calling card to make long distance phone calls.

There are phones available in the common areas only.

CABLE

A color TV /DVD with basic cable is available for viewing in each unit. Satellite is offered in the common area on the main floor and in the workout room.

COMPUTERS

All units have wireless internet access. Please note that computer access is also available at both hospitals (WRH and HDGH) and at the University of Windsor.

INTERNET

All units within the Medical Arts Building have high speed internet access. Should ANY INTERNET PROBLEMS occur, please contact the Program Coordinator.

The access to the Wi-Fi at the Medical Arts Building is as follows:

Username: UEGUEST

Password: hwx4mV\c

OUTSIDE YARD WORK



Any issues should be facilitated with the Program Coordinator.

GARBAGE DAY

Garbage bins are provided however it is up to each resident to ensure that garbage is removed on a regular basis and prior to your last day.

RECYCLE BINS

Recycling will be provided however it is up to each resident to ensure that all recycling is removed prior to your last day.

CLEANING

Please do the day-to-day clean up of the unit and the common areas of the building. Housekeeping services will be performed at the end of every block or can be made available for a fee, to the resident, on an as-needed basis.

UNIT ACCESS for Maintenance

24 hour notice will be provided when any maintenance is required.

For emergency situations an email or phone call will be made to the occupant.

FIRE EVACUATION Instructions

Please refer to the back of the door in your unit for fire evacuation instructions on your first day of arrival.

There are fire pull stations on every floor.

Emergency Exits: the door right off the kitchen is an emergency exit only, please refrain from using this unless absolutely necessary.

DAMAGE

Report any damage to the unit or premises immediately to the Program Coordinator.

The trainee will be solely responsible for any loss or damage to the premises or the property of Schulich – Windsor Program or the Urban Enterprises Corporation located on the premises, including any loss or damage caused by the trainee and his or her guests or invitees. The trainee agrees that any such loss or damage will be recovered by Schulich-Windsor Program from the trainee in the same manner as outstanding fees or fines, including the sealing of the trainee's academic record, until the loss or damage have been paid.

WHAT TO BRING?

- ✓ Your own food and drink
- ✓ Your own laundry supplies
- ✓ Your own toiletries
- ✓ A calling card for long distance phone calls
- ✓ Any item that you feel you require for your stay.

The Medical Arts Building or the Schulich Windsor Program, do not have supplies such as cots, cribs, extra blankets, extra pillows, toiletries, laundry soap, shampoo etc. If additional supplies other than those that are available in each unit are required, the onus will be on the trainee to bring their own.

YOUR RESPONSIBILITIES



- Keep your unit and common areas tidy
- Treat the furniture, units, accessories and neighbours with respect.
- Inform the Program Coordinator in advance if a service animal will be accompanying you
- All unit amenities must stay in the room: laundry basket, bed sheets, duvets, utensils etc.
These are for your use while in the unit and are not to be taken with you when you leave. There will be a charge to the occupant for any missing items.
- A signed tenancy agreement before you occupy the SCHULICH Windsor Program accommodations at the Medical Arts Building, 1011 Ouellette Ave
- Early Check In/Late Check Out, anytime outside of the standard check in/out time arrangements must be made 2 weeks in advance.

Charges will be incurred by any trainee for:

- **Lost/misplace or not returned key/fob for their unit.**
- **deep cleaning as per discretion of the Schulich-Windsor Program**
- **missing amenities**
- **misuse of the building/unit.**

If you have any questions, please contact:

Jeanne Hickey, Program Coordinator
Schulich School of Medicine & Dentistry, Windsor
University of Windsor
Medical Education Building Room 1100
401 Sunset Ave.
Windsor, Ontario N9B 3P4
Tel: (519) 254-5577 ext 52227
Fax: (519) 255-6743
Email: jhickey@uwindsor.ca

