

Carlson Building Maintenance

Hotel Form

02-27-2026

- **Hotel request must be requested ahead of time.**
- **Select numbers of rooms**
- **Select numbers of beds (Single or double)**
- **Notify the employee to check in by 3pm.**
- **Specify employee name under hotel**
- **Employee name under hotel must have an I.D.**
- **Employee must pay deposit for incidentals.**
- **Any No Call No Show/Cancel will be a company loss.**

District Information

Dm: | Felix Varela

Job Information

Store: | 652 T0943 Champaign IL

Job Information

Check In: 03-01-2026 Check Out: 03-07-2026

How many rooms: 1 How many beds: 1

Employee Information

New Employee Name | Jesus Rodriguez

Job Information

Site visit/Project type: Covering location Order number: 0

Notes

Jesus will be covering PTO in Champaign campus town

Office use only

Notes