



Carlson Building Maintenance

Hotel Form

03-28-2025

- **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: 03-30-2025

Check Out: 04-05-2025

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: T234234

Notes

HAPPY FRIDAY !!!! #13738 Jesus Rodriguez at T3341 Champaign campus town IL (but is not in my list) Checking in Sunday 03/30 Checking out Saturday 04/05 Jesus will be covering #14936 Arnulfo Juan Francisco PTO. Can you try to get him a hotel close to the store? In that location we need to pay for parking.

Office use only

Notes