

Carlson Building Maintenance

Hotel Form

11-21-2025

- 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: | 657 T1951 Decatur IL | | |
| | | | |
| Job Information | | | |
| Check In: | 11-23-2025 | Check Out: | 11-24-2025 |
| How many rooms: | 1 | How many beds: | 1 |
| | | | |
| Employee Information | | | |
| New Employee Name | Felix Varela | | |
| | | | |
| Job Information | | | |
| Site visit/Project type: | Training | Order number: | T234234 |
| | | | |
| Notes | | | |
| Meeting with the PML | | | |
| | | | |
| Office use only | | | |
| Notes | | | |