

# Carlson Building Maintenance

## Hotel Form

12-08-2025

- 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: 12-08-2025 Check Out: 12-13-2025

How many rooms: 1 How many beds: 2

### Employee Information

New Employee Name Gregorio Cruz Gil

### Job Information

Site visit/Project type: Covering location Order number: T234234

### Notes

They are covering PTOs

### Office use only

Notes