

Carlson Building Maintenance

Hotel Form

01-11-2026

- 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: | Jose Martinez

Job Information

Store: | Home

Job Information

Check In:	01-12-2026	Check Out:	01-14-2026
How many rooms:	1	How many beds:	1

Employee Information

New Employee Name | Ismael Maldonado #16542 (Manager)

Job Information

Site visit/Project type:	Training	Order number:	0000
--------------------------	----------	---------------	------

Notes

New Manager in Training, Jose and Ismael will be visiting multiple stores

Office use only

Notes