

# Carlson Building Maintenance

**Hotel Form**

**04-06-2026**

- **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: 04-07-2026      Check Out: 04-10-2026

How many rooms: 1      How many beds: 1

## Employee Information

New Employee Name | Jose Martinez (Manager)

## Job Information

Site visit/Project type: VAT's      Order number: 0000

## Notes

I will be doing all April MAPS in the Madison area, please set up a hotel in the Sun Prairie area if possible.  
Thank you

## Office use only

Notes