

# Carlson Building Maintenance

**Hotel Form**

**04-28-2026**

- 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:	04-29-2026	Check Out:	05-02-2026
How many rooms:	1	How many beds:	1
Employee Information			
New Employee Name	Sonia Villalobo EE 8246(Meijer Area Supervisor)		
Job Information			
Site visit/Project type:	Training	Order number:	0000
Notes			
Training Sonia Villalobos new Area Supervisor for Meijer Stores, Oakcreek Greenfield, Wauwatosa, Pewaukee, Waukesha and Illinois stores. please book something in the New Berlin area			
Office use only			
Notes			