

# Carlson Building Maintenance

**Hotel Form**

**03-02-2026**

- **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: | 205 Meijer Machesney Park IL

## Job Information

Check In: | 03-02-2026 | Check Out: | 03-08-2026

How many rooms: | 1 | How many beds: | 1

## Employee Information

New Employee Name | Dos Ramos Rivas, Jose #16727

## Job Information

Site visit/Project type: | Covering location | Order number: | 0000

## Notes

Covering PTO

## Office use only

Notes