

Carlson Building Maintenance

Hotel Form

03-06-2026

- **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: | 205 Meijer Machesney Park IL

Job Information

Check In: 03-08-2026 Check Out: 03-15-2026

How many rooms: 1 How many beds: 1

Employee Information

New Employee Name | Jose Dos Ramos Rivas #16727

Job Information

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

Notes

Covering PTO. Please do not book this location again: Econo Lodge Rockford Casino Area due to poor service, lack of cleanliness, and dirty bed sheets. Our employee reported that the experience was terrible. Thank you

Office use only

Notes