



# Carlson Building Maintenance

**Hotel Form**

**02-03-2025**

- **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: | 208 Meijer #302 Marquette MI

### Job Information

Check In:	02-04-2025	Check Out:	02-07-2025
How many rooms:	1	How many beds:	2

### Employee Information

New Employee Name | Edward Moncada #15665 & Ramon Dimas de Leon #15671

### Job Information

Site visit/Project type: | Partial DSR | Order number: | T234234

### Notes

### Office use only

Notes