

Carlson Building Maintenance

Hotel Form

05-19-2026

- **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: | 208 Meijer Marquette

Job Information

Check In: 05-19-2026 Check Out: 05-21-2026

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: VAT's Order number: 0000

Notes

Metting with the Manager and Team

Office use only

Notes