

# Carlson Building Maintenance

## Hotel Form

12-01-2025

- 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: | 619 T0863 Menomonee Falls WI

### Job Information

Check In: 12-01-2025 Check Out: 12-06-2025

How many rooms: 1 How many beds: 2

### Employee Information

New Employee Name | Milagro Garcias Mejias #16303 & Nathaniel

### Job Information

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

### Notes

### Office use only

Notes