



Carlson Building Maintenance

Hotel Form

02-07-2024

- **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: | 632 T1248 Appleton WI

Job Information

Check In:	02-07-2024	Check Out:	02-08-2024
How many rooms:	1	How many beds:	1

Employee Information

New Employee Name | Cristian Montes

Job Information

Site visit/Project type:	Closing WO's	Order number:	T234234
--------------------------	--------------	---------------	---------

Notes

All Restroom and Walls, Starbuck and Ambient Room floor scrubbing.

Office use only

Notes