



# Carlson Building Maintenance

**Hotel Form**

**02-17-2025**

- **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: | Pedro Amaro

### Job Information

Store: | 560 T0620 Onalaska WI

### Job Information

|                 |            |                |            |
|-----------------|------------|----------------|------------|
| Check In:       | 02-17-2025 | Check Out:     | 02-22-2025 |
| How many rooms: | 1          | How many beds: | 2          |

### Employee Information

New Employee Name | Reinaldo y Nancy

### Job Information

|                          |                        |               |         |
|--------------------------|------------------------|---------------|---------|
| Site visit/Project type: | Full carpet extraction | Order number: | T234234 |
|--------------------------|------------------------|---------------|---------|

### Notes

This employee work on carpet project

### Office use only

Notes