## **Carlson Building Maintenance**

**Hotel Form** 11-24-2025

- 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.

	I	District In	formation		
Dm: Rene Cedillo					
		Job Info	rmation		
Store: 177 Hugo's 32nd Ave Grand Forks, ND					
	I				
Ich Information					
Job Information					
Check In:	11-24-20	)25	Check Out:	11-25-2025	
How many rooms:	1		How many beds:	1	
Employee Information					
New Employee Name			Rene Cedillo		
Job Information					
Site visit/Project ty	rpe: VA	T's	Order number:	T234234	
Notes					
Late Check In Today					
Office use only					
NT.	-4				
N	otes				