

Carlson Building Maintenance

Hotel Form

07-15-2026

- 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: Carolina Salazar Toro

Job Information

Store: 679 Target T0847 Virginia, MN

Job Information

Check In: 07-19-2026 Check Out: 07-22-2026

How many rooms: 1 How many beds: 1

Employee Information

New Employee Name Elder Maldonado

Job Information

Site visit/Project type: Covering location Order number: No work ticket

Notes

The hotel reservation should be from Sunday, July 19, to Wednesday, July 22, with checkout on Wednesday. He is staying at the Quality Inn & Suites, Virginia, MN

Office use only

Notes