Carlson Building Maintenance

Hotel Form

11-02-2026

- **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:	Felix Varela

Job Information	
Store:	508 Target T0860 Burlington IA

Job Information			
Check In:	11-02-2026	Check Out:	11-06-2026
How many rooms:	1	How many beds:	1

Employee Information	
New Employee Name	Jesus Rodriguez

Job Information			
Site visit/Project type:	Covering location	Order number:	0

Notes

Office use only	
Notes	