

Carlson Building Maintenance

Hotel Form

02-02-2026

- 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: |571 Target T2896 Quincy IL

Job Information

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|-----------------|------------|----------------|------------|
| Check In: | 02-02-2026 | Check Out: | 02-03-2026 |
| How many rooms: | 1 | How many beds: | 1 |

Employee Information

New Employee Name |Felix Varela

Job Information

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|--------------------------|-------|---------------|---|
| Site visit/Project type: | VAT's | Order number: | 0 |
|--------------------------|-------|---------------|---|

Notes

Office use only

Notes