

Carlson Building Maintenance

Hotel Form

02-20-2026

- **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: | 684 T3374 Iowa City, IA Target Express

Job Information

Check In:	02-21-2026	Check Out:	02-28-2026
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

Jesus will be covering PTO hours

Office use only

Notes