



# Carlson Building Maintenance

**Hotel Form**

**09-08-2025**

- **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.**

## District Information

Dm: | Felix Varela

## Job Information

Store: | 686 Target T0137 Bloomington Normal IL

## Job Information

Check In: 09-08-2025 Check Out: 09-12-2025

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: T234234

## Notes

Jesus will be covering and training new employee

## Office use only

Notes