

# Carlson Building Maintenance

## Hotel Form

01-05-2026

- 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: 687 Target T0670 Springfield IL

### Job Information

Check In: 01-05-2026 Check Out: 01-06-2026

How many rooms: 1 How many beds: 1

### Employee Information

New Employee Name Felix Varela

### Job Information

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

### Notes

### Office use only

Notes