



Carlson Building Maintenance

Hotel Form

02-24-2025

- **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: |687 Target T0670 Springfield IL

Job Information

Check In:	02-24-2025	Check Out:	02-26-2025
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
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Notes

He will be in Springfield IL covering a maybe no call no show tomorrow employees are treating to not show up if they don't receive their check. He will be covering a day off in Quincy IL on 02/26

Office use only

Notes