



Carlson Building Maintenance

Hotel Form

03-22-2024

- **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: | 03-24-2024 | Check Out: | 03-25-2024 |
| 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: | T234234 |
|--------------------------|-------|---------------|---------|

Notes

Office use only

Notes