

Carlson Building Maintenance

Hotel Form

09-01-2026

- 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:	09-01-2026	Check Out:	09-02-2026
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How many rooms:	1	How many beds:	1
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Employee Information

New Employee Name | Felix Varela

Job Information

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

Office use only

Notes