



Carlson Building Maintenance

Hotel Form

09-02-2025

- **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: 09-02-2025

Check Out: 09-06-2025

How many rooms:

2

How many beds:

2

Employee Information

New Employee Name | Jesus Rodriguez

Job Information

Site visit/Project type:

Closing WO's

Order number:

T234234

Notes

Jesús will be training new employees and closing WOs

Office use only

Notes