# Carlson Building Maintenance

## Hotel Form

**09-30-2026**

- **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: | 09-30-2026 | Check Out: | 10-01-2026 |
| 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 |
|---|
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| Office use only | |
|---|---|
| Notes | |