

# Carlson Building Maintenance

**Hotel Form**

**12-01-2025**

- 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: 12-01-2025 Check Out: 12-06-2025

How many rooms: 1 How many beds: 2

## Employee Information

New Employee Name | Gregorio Cruz Gil

## Job Information

Site visit/Project type: Full carpet extraction Order number: T234234

## Notes

## Office use only

Notes