



Carlson Building Maintenance

Hotel Form

11-04-2025

- **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:	Jose Martinez		
Job Information			
Store:	Home		
Job Information			
Check In:	11-05-2025	Check Out:	11-07-2025
How many rooms:	1	How many beds:	0
Employee Information			
New Employee Name	Jose Martinez (Manager)		
Job Information			
Site visit/Project type:	VAT's	Order number:	T234234
Notes			
Now I will oversee all the Targets in the Milwaukee area. Over the next two days, I will be introduced to the PML and conduct the monthly visit for the following stores: T2546, T0082, T27820, T0864, T2199, and T1311. Please I would like the hotel in the Wauwatosa area, if possible Soneta Inn			
Office use only			
Notes			