

Carlson Building Maintenance

Hotel Form

12-10-2025

- 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:	12-10-2025	Check Out:	12-13-2025
How many rooms:	1	How many beds:	1
Employee Information			
New Employee Name	Jose Martinez (Manager)		
Job Information			
Site visit/Project type:	Training	Order number:	T234234
Notes			
I will be training at a couple of locations on the new scope of work for Target. I want to request the hotel in the New Berlin area if possible, please. Thank you			
Office use only			
Notes			