

Carlson Building Maintenance

Hotel Form

11-26-2025

- 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: | 539 Target T1069 Madison East WI Lien Road

Job Information

Check In: | 11-27-2025 | Check Out: | 11-28-2025

How many rooms: | 1 | How many beds: | 2

Employee Information

New Employee Name | Emerson and Robison Gutierrez

Job Information

Site visit/Project type: | Covering location | Order number: | T234234

Notes

They both will be supporting Madison Target for Black Friday wherever they will be needed in case of NCNS. I am not sure what store should be charged to. We would like them to be close to store picked above

Office use only

Notes