

Carlson Building Maintenance

Hotel Form

04-13-2026

- **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: | Jose Martinez

Job Information

Store: | 539 Target T1069 Madison East

Job Information

Check In:	04-13-2026	Check Out:	04-18-2026
How many rooms:	1	How many beds:	1

Employee Information

New Employee Name | Milagro Garcias Mejias #16303 & Nathaniel

Job Information

Site visit/Project type:	Full DSR	Order number:	0000
--------------------------	----------	---------------	------

Notes

Full DSR, please do not book this until 1:00 pm

Office use only

Notes