

Carlson Building Maintenance

Hotel Form

04-20-2026

- **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: | 04-20-2026 | Check Out: | 04-21-2026

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

Employee Information

New Employee Name | Nathaniel Sandoval

Job Information

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

Notes

Office use only

Notes