



Carlson Building Maintenance

Hotel Form

10-14-2025

- **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: | 577 Target T2491 Sun Prairie WI

Job Information

Check In:	10-14-2025	Check Out:	10-18-2025
How many rooms:	1	How many beds:	2

Employee Information

New Employee Name | Milagro Garcias Mejias #16303 & Nathaniel

Job Information

Site visit/Project type:	Full SR	Order number:	T234234
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Notes

Office use only

Notes