



Carlson Building Maintenance

Hotel Form

10-20-2025

- **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: 10-20-2025

Check Out: 10-25-2025

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

Notes

They are a couple 1 bad should be fine. Thank you

Office use only

Notes