Carlson Building Maintenance

Hotel Form

09-22-2026

- **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:	577 Target T2491 Sun Praire

Job Information			
Check In:	09-22-2026	Check Out:	09-24-2026
How many rooms:	1	How many beds:	1

Employee Information	
New Employee Name	Jose Martinez (Manager)

Job Information			
Site visit/Project type:	Covering location	Order number:	0000

Notes
I am covering location and closing work order in multiple locations in Madison

Office use only	
Notes	