

Carlson Building Maintenance

Hotel Form

12-15-2025

- 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: | 623 T2586 Wauwatosa WI

Job Information

Check In: 12-16-2025 Check Out: 12-17-2025

How many rooms: 1 How many beds: 1

Employee Information

New Employee Name | Jose Martinez (Manager)

Job Information

Site visit/Project type: Training Order number: 0000

Notes

Training at Target Wauwatosa

Office use only

Notes