

Carlson Building Maintenance

Hotel Form

04-17-2026

- **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: | 630 Target T1246 Sturgeon Bay

Job Information

Check In: | 04-19-2026 | Check Out: | 04-26-2026

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

Employee Information

New Employee Name | NEW PS Carlos Hurtado

Job Information

Site visit/Project type: | Covering location | Order number: | 0000

Notes

I don't have an employee number yet. I am waiting on Abby to issue a PIN number.

Office use only

Notes