

Carlson Building Maintenance

Hotel Form

06-19-2026

- **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: | Pedro Amaro

Job Information

Store: | 679 Target T0847 Virginia, MN

Job Information

Check In:	06-21-2026	Check Out:	06-24-2026
-----------	------------	------------	------------

How many rooms:	1	How many beds:	1
-----------------	---	----------------	---

Employee Information

New Employee Name | Elder Maldonado

Job Information

Site visit/Project type:	Covering location	Order number:	000
--------------------------	-------------------	---------------	-----

Notes

This employee cover this store please send to Elder

Office use only

Notes