

Carlson Building Maintenance

Hotel Form

03-27-2026

- **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: | 680 T0904 Target Grand Rapids, MN

Job Information

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|-----------|------------|------------|------------|
| Check In: | 03-29-2026 | Check Out: | 04-01-2026 |
|-----------|------------|------------|------------|

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

Employee Information

New Employee Name | Jesus Cruz

Job Information

| | | | |
|--------------------------|-------------------|---------------|----|
| Site visit/Project type: | Covering location | Order number: | 00 |
|--------------------------|-------------------|---------------|----|

Notes

This employee cover b that store

Office use only

Notes