

# Carlson Building Maintenance

## Hotel Form

01-02-2026

- 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: | Rene Cedillo

### Job Information

Store: | 678 T0821 Target Alexandria, MN

### Job Information

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

How many rooms: 1 How many beds: 1

### Employee Information

New Employee Name | Fernando Fonseca

### Job Information

Site visit/Project type: Full carpet extraction Order number: N/A

### Notes

ND Ps helping close WO in Alexandria

### Office use only

Notes