

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			