



Carlson Building Maintenance

Hotel Form

10-19-2025

- **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: 10-20-2025 Check Out: 10-23-2025

How many rooms: 1 How many beds: 1

Employee Information

New Employee Name | Fernando Fonseca

Job Information

Site visit/Project type: Partial DSR Order number: T234234

Notes

Fernando Fonseca#16018

Office use only

Notes