

Carlson Building Maintenance

Hotel Form

02-02-2026

- 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:	Pedro Amaro		
Job Information			
Store:	593 T1096 Winona MN		
Job Information			
Check In:	02-02-2026	Check Out:	02-07-2026
How many rooms:	1	How many beds:	2
Employee Information			
New Employee Name	Reinaldo Amaro #4563 and Nancy Caballero#8232		
Job Information			
Site visit/Project type:	Full carpet extraction	Order number:	00
Notes			
this EE work on carpet project			
Office use only			
Notes			