

# Carlson Building Maintenance

## Hotel Form

12-18-2025

- 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: |Pedro Amaro

### Job Information

Store: |593 T1096 Winona MN

### Job Information

Check In:	12-21-2025	Check Out:	12-27-2025
How many rooms:	1	How many beds:	1

### Employee Information

New Employee Name |Andy Caiza #

### Job Information

Site visit/Project type:	Covering location	Order number:	00
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### Notes

This employee cover PTO also doesn't have credit card

### Office use only

Notes