



# Carlson Building Maintenance

**Hotel Form**

**12-23-2024**

- **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:	12-23-2024	Check Out:	12-31-2024
How many rooms:	1	How many beds:	1

### Employee Information

New Employee Name | Tommy Vazquez #15373

### Job Information

Site visit/Project type:	Covering location	Order number:	T234234
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### Notes

This employee cover a PTO also they don't have a credit card

### Office use only

Notes