

Carlson Building Maintenance

Hotel Form

12-26-2025

- 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:	12-26-2025	Check Out:	12-31-2025
How many rooms:	1	How many beds:	1

Employee Information

New Employee Name Andy Caiza 15007

Job Information

Site visit/Project type:	Covering location	Order number:	0
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Notes

this EE cover PTO

Office use only

Notes