

# Carlson Building Maintenance

**Hotel Form**

**05-28-2026**

- **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: | 674 Target T0004 Duluth, MN

## Job Information

Check In:	05-31-2026	Check Out:	06-03-2026
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How many rooms:	2	How many beds:	2
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## Employee Information

New Employee Name | Elder Maldonado & Andy Caiza

## Job Information

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

this SP Elder cover PTO and Andy please put the credit card on file also separate rooms

## Office use only

Notes