



Carlson Building Maintenance

Hotel Form

03-10-2025

- **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: | 676 T0657 Target Bemidji, MN

Job Information

| | | | |
|-----------------|------------|----------------|------------|
| Check In: | 03-10-2025 | Check Out: | 03-15-2025 |
| How many rooms: | 1 | How many beds: | 1 |

Employee Information

New Employee Name | Reinaldo Espinoza

Job Information

| | | | |
|--------------------------|----------|---------------|---------|
| Site visit/Project type: | Full DSR | Order number: | T234234 |
|--------------------------|----------|---------------|---------|

Notes

This employee work on DRS

Office use only

Notes