



# Carlson Building Maintenance

**Hotel Form**

**10-13-2025**

- **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:       | 10-13-2025 | Check Out:     | 10-15-2025 |
| How many rooms: | 1          | How many beds: | 1          |

## Employee Information

New Employee Name | Elder Maldonado

## Job Information

|                          |          |               |         |
|--------------------------|----------|---------------|---------|
| Site visit/Project type: | Training | Order number: | T234234 |
|--------------------------|----------|---------------|---------|

## Notes

This employee do some training

## Office use only

Notes