MULTI-SITE DOCUMENTATION SELF-CHECK · MMM TRAINING

Two Sites, One Set Of Rules?

90 SECONDS

For businesses operating in more than one location or state. Tick what's documented.

Operating in two places means maintaining two sets of records, whether you meant to or not.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- ☐ **I know which policies differ by site, and why, in writing.**
  If not: differences exist anyway — they just aren't documented or deliberate.
- ☐ **Employee records are kept the same way at every location.**
  If not: you'd be assembling a complete picture from several incomplete ones.
- ☐ **Each site has one named person responsible for records.**
  If not: it's shared, which in practice usually means nobody is checking.
- ☐ **Policy updates reach every site and get acknowledged.**
  If not: you can't show who was told what, which is the part that matters.
- ☐ **I could produce any site's documentation within a day.**
  If not: retrieval time is its own risk, and it's always worst when it's urgent.
- ☐ **New sites inherit a documented setup, not a phone call.**
  If not: every expansion re-invents the same administrative work from scratch.

Now count the boxes you left empty.

Multi-site record-keeping doesn't fail dramatically. It drifts, quietly, until someone asks for something specific.

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0–1 blank
Well documented
You've done the work most owners keep postponing.

2–3 blanks
Ordinary exposure
Nothing alarming. But each blank is a question you can't answer quickly under pressure.

4–6 blanks
Concentrated risk
Too much depends on memory and goodwill. Both are fine until the day they aren't.

WHAT THIS USUALLY COSTS

Drift is invisible until someone asks.

And by then you're reconstructing rather than retrieving. The People Operations Review standardises documentation across sites so retrieval takes minutes.

People Operations Review
From $1,500
Book at mmmtraining.org

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