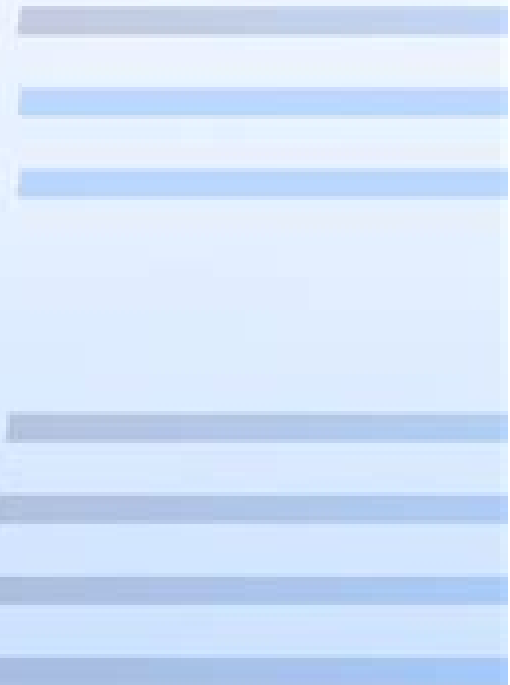


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Four simple steps to create a hotel SOP

- ✓ Perform an inventory check of all available hotel SOPs
- ✓ Prioritize which procedures to create and update
- ✓ Clearly define the objective of each specific hotel SOP
- ✓ Make SOPs accessible and usable for all hotel staff



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