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 Allsource  
Complete

Date : September 13, 2017

[illegible]

Remarks:

Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

### DAILY KITCHEN CHECKLIST

Week of: Mon: \_\_\_\_\_ through Sun: \_\_\_\_\_

DAILY OR AFTER EACH USE		INITIALS						
	**Use N/A when the item is not applicable. Do not leave blank. **Use W/O when a work order is pending. Do not leave blank.	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1.	All dishes, pots, pans and utensils are cleaned and stored properly after each meal and snack.							
2.	Freezer, refrigerator and dishwasher temperatures are checked and recorded.							
3.	All sinks are cleaned & sanitized after use.							
4.	All work counters are cleaned & sanitized after use.							
5.	Can opener is cleaned & sanitized after each use.							
6.	Steam table is cleaned & sanitized after each use.							
7.	Dishwasher is cleaned after each use.							
8.	Tray return window and surrounding area is cleaned after each use.							
9.	Trash can is emptied and cleaned after each meal.							
10.	Bathroom is cleaned daily or as needed.							
11.	Dish cloths are washed at the end of each day.							
12.	Sweep floors after meals and mop daily.							
13.	Oven spills are cleaned and ovens are turned off.							
14.	Food service employees wear hair restraints and clean clothing and keep hands clean and free of any open sores or infections that could spread to food.							
15.	Clean ice machine exterior.							
16.	All tools cleaned, locked and inventoried.							
17.	Clean steamer and steam table after each use.							
18.	Clean mixer after each use. Cover.							
19.	Clean receiving dock.							
20.	Clean & sanitize slicer. Cover							
21.	Foods thawed appropriately.							
22.	Foods cooled appropriately.							
23.	Chemical stored away from food.							

Rev. 3/25/16

DATE: 8/1/2017

NO.	CHECK	CATEGORY	DONE?
01	Check dining area for vacuumed	Dining Room Area	Yes
02	Pick up trash on floor	Dining Room Area	No
03	Pick up trash under tables	Dining Room Area	No
04	Chairs and tables are in correct position	Dining Room Area	Yes
05	Check that chairs are cleaned	Dining Room Area	Yes
06	Check that chairs are properly organized	Dining Room Area	
07	Check restroom for cleanliness	Dining Room Area	
08	Restore toilet papers	Dining Room Area	
09	Restore paper towels & soaps	Dining Room Area	
10	Restore toilet seat covers [clean if necessary]	Dining Room Area	
11	Turn on lights in the rear hall & restrooms	Dining Room Area	
12	Check highchairs & boosters [wipe down if necessary]	Dining Room Area	
13	Check silverware from the night before	Dining Room Area	
14	Clean all doors and windows	Dining Room Area	
15	Clean poster stand	Front Counter	
16	Check front counter area for cleanliness	Front Counter	
17	Check under menu mats	Front Counter	
18	Check for supplies [tids, plastic forks, condiment caws]	Front Counter	
19	Clean beverage area	Front Counter	
20	Check soda boxes: [Replace that are empty]	Front Counter	
21	Set up sanitizer bucket	Front Counter	
22	Wash the dishes from the morning prep	Kitchen area	

Weekly Store Operational Survey

Store Location: \_\_\_\_\_ Date: \_\_\_\_\_ Surveyor: \_\_\_\_\_ Yes's: \_\_\_\_\_ No's \_\_\_\_\_ % \_\_\_\_\_

Items first observed from a customers view point		Yes	No	Comments
1	Are the dumpster areas clean of debris, dumpsters closed and looking neat and orderly from the parking lot? (from customers view when driving in)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is the outside parking lot free of more than a days worth of debris, leats, cigarette butts, trash, Etc. ? (When driving in or walking in)	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are the main signs and outside lights on and all in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are the side walks clean of all debris, rocks, mulch, snow, ice etc. ?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is the garbage/cigarette butt container outside the front door clean and emptied?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are the front doors of the restaurant and lobby windeixed clean?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Is the front lobby floor and corners clean of dust and debris?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Is the carpet(s) in the lobby clean of excessive dirt and debris?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are the sauce jars at least 80% stocked and organized neatly?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Are the men's bathrooms fully stocked and clean? (floors, stalls, mirrors, soap etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
11	Is the lady's bathroom fully stocked and clean? (floors, stalls, mirrors, soap etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Front Desk		Yes	No	Comments
12	Is there a hostess smiling and ready to greet the next customers walking in?	<input type="checkbox"/>	<input type="checkbox"/>	
13	Are all the hostesses in correct uniforms, neat and clean appearing, with viewable nametags?	<input type="checkbox"/>	<input type="checkbox"/>	
14	Does the front desk staff have the next 2 & 4 top mapped out ready for the next guest?	<input type="checkbox"/>	<input type="checkbox"/>	
15	Are the managers cards & call ahead cards available for customers to take?	<input type="checkbox"/>	<input type="checkbox"/>	
16	Are the tooltpics, take out menus & mints stocked and neatly displayed for customers to take?	<input type="checkbox"/>	<input type="checkbox"/>	
17	Is the front desk clean, organized and clear of personal belongs food and drinks?	<input type="checkbox"/>	<input type="checkbox"/>	
18	Are the bathtoms being checked every hour and signed off on every hour?	<input type="checkbox"/>	<input type="checkbox"/>	
19	Is the daily hostess sheet being filled out properly?	<input type="checkbox"/>	<input type="checkbox"/>	
20	Are dinner menus wiped clean of grease and stains ? (random check of 8)	<input type="checkbox"/>	<input type="checkbox"/>	
Bar Area		Yes	No	Comments
21	Are the bar tops wiped clean and free of non-belonging clutter?	<input type="checkbox"/>	<input type="checkbox"/>	
22	Is the inside bar area clean and organized from a customers view from a bar seat, and free from any personal belongings in view?	<input type="checkbox"/>	<input type="checkbox"/>	
23	Is fried pasta displayed on the bar for guests to snack on?	<input type="checkbox"/>	<input type="checkbox"/>	
24	Are the beer taps cleaned, brasso'ed and shiny?	<input type="checkbox"/>	<input type="checkbox"/>	
25	Are the floors inside the bar clean, including corners and drains and under the equipment and counters?	<input type="checkbox"/>	<input type="checkbox"/>	
26	Are bar coolers clean and organized inside, and gaskets wiped clean?	<input type="checkbox"/>	<input type="checkbox"/>	
27	Do all open liquor bottles have correct and matching pourers, all facing left?	<input type="checkbox"/>	<input type="checkbox"/>	
28	Is the espresso machine cleaned and maintained up to date?	<input type="checkbox"/>	<input type="checkbox"/>	
29	Is the liquor license displayed neatly in a quality looking frame?	<input type="checkbox"/>	<input type="checkbox"/>	
30	Is the hanging glassware reasonably clean, without noticeable spots etc?	<input type="checkbox"/>	<input type="checkbox"/>	
31	Is the Bar up to date with the cleaning checklist, and is it obviously apparent that the nightly & weekly duties are being done properly?	<input type="checkbox"/>	<input type="checkbox"/>	
Dining Room		Yes	No	Comments
32	Are all servers on 3 table stations?	<input type="checkbox"/>	<input type="checkbox"/>	
33	Is the silverware clean of large spots, food and stains? (random check of 4 packs)	<input type="checkbox"/>	<input type="checkbox"/>	
34	Are the table top butcher paper and table clothes set properly, free of extensive wrinkles and visible stains, and paper creased neatly? (random check of 8)	<input type="checkbox"/>	<input type="checkbox"/>	
35	Are the table caddies & condiments set correctly & clean (random check of 8)	<input type="checkbox"/>	<input type="checkbox"/>	
36	Are all the dining room tables set up correctly and spaced appropriately so no two tables are too close to each other? (Sunroom, Arch room, 80s, 30s etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
37	Are all the servers in proper company uniform, with viewable nametags?	<input type="checkbox"/>	<input type="checkbox"/>	
38	Is the music on and at the proper level? (Inside & Out)	<input type="checkbox"/>	<input type="checkbox"/>	
39	Are all of the dining room lights on, all working and at a proper level?	<input type="checkbox"/>	<input type="checkbox"/>	
40	Is the air temperature at a comfortable temperature?	<input type="checkbox"/>	<input type="checkbox"/>	
41	Are the electronic customer surveys out and being utilized properly?	<input type="checkbox"/>	<input type="checkbox"/>	

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Example Deep Cleaning Schedule

Cooks

Cleaning Task:	Sun	Mon	Tue	Wed	Thur	Assigned
Saute						
Cleaning Task:	Sun	Mon	Tue	Wed	Thur	Assigned
Clean Inside Saute Reach-in (Doors)				X		
Clean Shelves						
Clean Inside Top, Sides & Bottom						
Clean Gaskets						
Clean Fans						
Clean Inside Saute Reach-in (Drawers)					X	
Remove Drawers - Clean Tracks, Sides, Top						
Clean Inside Top, Sides & Bottom						
Clean Gaskets						
Clean Fans						
Clean Underside of Pass-through	X					
Clean, Sanitize & Polish						
Clean Turbo Chef	X					
Clean Inside						
Clean Outside						
Clean Saute Slim Fridge		X				
Clean Shelves						
Clean Inside Walls & Bottom						
Clean Gaskets						
Clean Outside - Top, Front, Sides						
Clean Casters (Wheels)						
Clean Fans						
Clean Stove-top Burners			X			
Brush Burner Pipes						

Cleaning checklist in restaurant. How to make a cleaning checklist in excel. Cleaning schedule template for restaurant. Cleaning kitchen checklist template.

Every restaurant must be properly cleaned to maintain a clean working environment and a positive image to its customers. To ensure that those in charge of providing cleaning services know what it is that they have to clean and how they need to go about their tasks, then they will need a restaurant cleaning checklist. This article will provide you with information on how you can make one. 82+ FREE & Premium Restaurant Checklist Templates - Download NOWBeautifully Designed, Easily Editable Templates to Get your Work Done Faster & Smarter. Table of Contents: 1. Restaurant Cleaning Checklist TemplateDetailsFile FormatSize: A4, USDownloadIn the event that you are in need of a restaurant cleaning checklist, then this is the template for you. Be sure to use either Google Docs, Microsoft Word or Apple Pages if you wish to open and edit the template. Also, don't forget to include whatever it is that you want the checklist to have to ensure that it's useful.2. Restaurant Kitchen Cleaning Checklist TemplateDetailsFile FormatSize: A4, USDownloadWhen it comes to cleaning a restaurant, it is very important that the kitchens are prioritized. If you want to make sure that everyone knows what parts of the kitchen and what kitchen equipment has to be cleaned, then be sure to download this template to make the checklist that can point it all out.3. Restaurant Back of House Cleaning Checklist TemplateDetailsFile FormatSize: A4, USDownloadThere are some areas in a restaurant that customers and non-staff members are not allowed to enter. However, these places still need to be cleaned as they may be important for restaurant operations. That is why this template is available for you to download in the event you need a checklist that can ensure that these areas are cleaned.6 Steps for Creating a Restaurant Cleaning ChecklistIf you are planning to make one, then you will need to know exactly how the creation process should go in order for you to be able to create a proper cleaning checklist. The following are the steps that will provide you with the information you need:Step 1: Understand the Scope of WorkKnow that the first thing that you are going to have to do is to think about the scope of the work. What this means is that you have to consider the extent to which you will be cleaning the restaurant. Are you going to clean everything? Is it going to focus on just the kitchens? Be sure to answer this question as it will help you figure out what you should place in the checklist document.Step 2: Know Who Will Be Doing the CleaningA restaurant will require more than one hand when it comes to cleaning, but this also depends on the scope of the work. If there is a need for more than one person to do the cleaning, then you will need to know who they are as you may have to include their names into the checklist.Step 3: Make a List of Cleaning TasksThe checklist would be pointless if it did not have a list of all the cleaning tasks that have to be completed. Be sure that you provide a detailed description for each of them to guarantee that the reader knows exactly how the task should be done. Also, be sure that these descriptions are long enough to provide the reader with the information he/she needs, but not to the point where it takes up too much space in the document.Step 4: Assign People Their TasksNow that you know what it is that has to be done and who is going to be involved, next is for you to assign each person their own cleaning task. Be sure to put in the complete name of the person right beside the cleaning task he/she is assigned to. Remember that you do not have to do this if there is only one person who will be doing the cleaning service.Step 5: Learn Which Task to PrioritizeThink of this as similar to making a cleaning schedule wherein you have to consider which of the cleaning tasks need to be done first and which ones can be done at a later time. Consider which ones can greatly affect restaurant operations so that you can easily figure out how to arrange the checklist.Step 6: Provide Additional Instructions if NecessaryAt the bottom of the checklist, you can provide any additional instructions should you feel that there is a need for you to do so. For example, you may want to point out that kitchen equipment must only be cleaned with the materials provided. You have to make sure that these instructions are easy for the reader to understand. This is to avoid any cleaning problems that could potentially disrupt restaurant operations.4. Restaurant Leasing Checklist TemplateDetailsFile FormatSize: A4, USDownload5. Restaurant Kitchen Cleaning Checklist Template Examplehousehold-management-101.comDetailsFile FormatSize: 53 KBDownloadRestaurant kitchens will require constant cleaning, meaning that you'll need to know what it is that has to be cleaned and how the cleaning should go. By using this checklist template, you can prepare a document that points out all of that information to ensure that any restaurant's kitchen remains spotless.6. Restaurant Daily Kitchen Cleaning Checklist Templateblog.centralrestaurant.comDetailsFile FormatSize: 44 KBDownloadIt should come to no surprise that kitchens in a restaurant have to be cleaned on a daily basis. If you are in charge of making sure that that they're clean every day and you need something to help remind you of what you have to clean, then use this template to make a proper cleaning checklist.7. Simple Restaurant Cleaning Checklist Templatewww.djj.state.ga.usDetailsFile FormatSize: 47 KBDownloadWhen making a cleaning checklist document, sometimes it is best that you keep it simple and easy to follow. If you're looking to make one that is exactly like that, then you should definitely consider downloading this template. With it, you can guarantee that you will never forget what has to be cleaned and how you're supposed to do it. A restaurant cleaning checklist is a tool used to maintain a hygienic and organized restaurant facility. It helps to identify defects and damages that need to be rectified immediately. Restaurant supervisors use restaurant cleaning checklist to ensure all areas are safe, the ambience is great, the facilities are operational, and staff are implementing food safety procedures. Unable to perform restaurant cleaning inspections can cause unsanitary business and worse business closure. Restaurant businesses aim to promote a clean and hygienic environment to keep high-quality services. Maintaining cleanliness in the following areas help ensure the health and safety of employees and patrons as well as stay compliant with regulations. Kitchen - is the most significant area of a restaurant where food is handled, prepared and processed. Keeping it clean and sanitized helps to avoid food contamination, health risks incidents, and insect invaders. Storage - is where raw materials or manufactured goods are kept. Maintaining it clean and organized helps to track food stores to avoid spoilage and over stock. Dining - is one of the factors to consider in providing high level customer service. Clean, safe, and secure environment promotes the overall appearance of the restaurant and decreases unsatisfied customers. Restroom - is an added factor to restaurant ambience. Sanitizing it frequently prevents cross-contamination from employees to food products and eating utensils. Effective Restaurant Cleaning Schedule with iAuditor iAuditor is the world's most powerful mobile inspection app, can be used when performing inspections or cross-checks across both kitchens and other areas of your restaurant. Set up daily, weekly or monthly cleaning schedule inspections for your team and save and analyze all reports in the cloud. To get you started we have collated the best digital restaurant cleaning checklists you can use. Preview a sample on web and print PDF report. Download these free templates using iAuditor and conduct your restaurant checks on your mobile phone or tablet. Cleaning checklist from FoodDocs digital FSMS Managing all cleaning tasks on time is a challenge, but it is possible. Cleaning activities themselves take a lot of time and effort, especially if they have to be done every single day. In addition, requiring your staff to remember all the tasks and fill a checklist can become an extra burden for them in addition to the service work they provide. Finding a way to improve workflow and help your employees get done with the cleaning tasks and filling a checklist can improve working environments. Restaurant cleaning checklists need to be filled every day and will eventually pile up. You need to keep these documents as recordkeeping requirements for your food safety management system. These documents will then be stored for at least two years and then disposed of unless they contain important maintenance information. To promote sustainability and transition to operating without any paper waste, switch to digital checklists. At FoodDocs, we can help you record all your cleaning activities digitally. Our digital food safety management system automatically generates monitoring forms including a cleaning checklist for your everyday food safety operations. You can get a comprehensive digital FSMS in just an average of 15 minutes by simply answering a few questions to describe your food business. Avail of our digital FSMS and experience the following features: Smart notifications. You can get notifications using our mobile application which then automatically synchronizes accomplished tasks to your account. Assigned food handlers will receive an alert through our mobile app reminding them to perform a particular food safety task. Real-time dashboard. For all your data entries, a report is automatically generated that features your productivity and efficiency. All your food safety operation progress is reflected through a central dashboard. You can use this feature to save at least 20% of your time supervising every task you need to do and focus more on your business. Digital cloud storage. You can store and organize all of your digital documents through a dedicated cloud storage using our digital FSMS. Digital monitoring forms with auto-fill features. In addition to checklists, our system can also automatically generate monitoring forms based specifically on the nature of your food business. These forms come with an auto-fill feature that prefills the logs based on previously inserted data. This saves your employee's time and would only require a quick verification. To get more essential features for your food safety management system, try our free, 14-day free trial and start organizing your daily or monthly tasks with us. In addition to cleaning checklists, our system can pretty much do all of the most important documents of your FSMS as you sign-up with us. Our digital FSMS software was made by food safety experts who have served in the food service industry for a long time. Rest assured, the information and documents you will get are made by food safety experts. Get a digital FSMS that can make your food safety compliance easy and an enjoyable task now!

Here are some examples of the many benefits of using a restaurant daily checklist for your operations: Helpful reminder. As mentioned, the main purpose of having a restaurant checklist is to have a useful tool to help your restaurant employees remember all the necessary tasks before your opening hours of operation. 07/01/2021 · Remember the following terms when using the checklist: Cleaning removes physical dirt, soil, chemical residues and allergens from equipment, utensils and work surfaces. Manual cleaning is cleaning that involves using a sink or bucket with detergent and water. Sanitizing removes harmful pathogens from food contact surfaces. This XLSX template will help you to ensure regular and proper cleaning in an ordered fashion way. It can be used for writing down notes, details regarding the time schedule, which parts need to be cleaned and by who. This easy to use toilet cleaning checklist will help you to manage your cleaning staff. This toilet cleaning checklist clearly ... Download free printable Restaurant Checklist Template samples in PDF, Word and Excel formats. Toggle navigation. Resume; Holiday; Checklist; Rent and Lease; Power of Attorney; All Forms; HOME. Checklist Template. Restaurant Checklist Template. Restaurant Checklist Template. Restaurant Pre-Opening Checklist . File Type: pdf . Size: 30.2 KB ... 19/04/2021 · Disinfect prep area Cleaning Schedule Template. 5. Free Restaurant Bathroom Cleaning Schedule Template. 6. 6+ Free Restaurant Cleaning Checklist Templates 1. Restaurant Cleaning Checklist Template Details File Format Google Docs MS Word Pages Size: A4, US Download In the event that you are in need of a restaurant cleaning checklist, then this is the template for you. 06/09/2017 · Find out how to create a restaurant cleaning schedule and download our free template below. It's a legal requirement to keep your premises clean to keep food hygienic and free from pathogens (so you can protect the health of customers, your reputation, and the quality of the food you serve). Under HACCP, it's also a legal duty to have an ... 08/01/2021 · A restaurant deep cleaning checklist should include a kitchen cleaning checklist (back-of-house cleaning) as well as a dining room cleaning checklist (front-of-house cleaning). It is a legal requirement that all Australian food businesses follow and comply with federal and state legislation, which includes maintaining a clean and safe ... 30/11/2021 · Use this SS Restaurant Cleaning Checklist to help ensure workers follow a standard procedure that applies the 5S principles (Sort (seiri), Set in order (seiton), Shine (seiso), Standardize (seiketsu), and Sustain (shitsuke)) to maintain the cleanliness and orderliness of ... 19/02/2021 · 6+ Free Restaurant Checklist Templates. Restaurant checklist is something great that can help you a lot to open a profit generating restaurant. Opening and running a restaurant smoothly sounds like an impossible task without having a detailed restaurant checklist. On this page you will find restaurant checklist templates free that can be used ... Restaurant Kitchen Cleaning Checklist Daily Wipe down walls Brush, scour, and clean grill Clean griddle, range, flattop, and fryer Clean and sanitize any meat and cheese slicers Change any foil lining on ranges, grills, and flattops Wipe down other ... 06/09/2017 · Cleaning Schedule Template for Restaurants Make sure that your cleaning schedule is specific and unambiguous. So, detail what you staff need to clean, like surfaces and equipment, what chemicals they should use, and how frequently surfaces and/or equipment needs cleaning. It's the duty of every member of staff to follow the cleaning schedule. 11/06/2020 · List your weekly meals and create a categorized grocery list using this simple template for Excel. Grocery Checklist - Print and Fold. PDF, GS. Print four separate grocery lists on a single page then fold in half twice to make a list that fits in your pocket. Advertisement. Use the restaurant checklists as a guide for deciding what should be happening in every area of your restaurant to create the quality products, dining experience and operating results you expect. They will help you get organized and become aware of the essential tasks, procedures and practices that need to be performed in each area of your restaurant. 01/08/2017 · About Template The purpose of this restaurant cleanliness checklist is simple, it makes sure that the areas of restaurant that needs cleaning are cleaned in time apart from the equipment used are properly and thoroughly cleaned. It determines the time that is needed for each task and the time that is utilized by the employee. A restaurant cleaning schedule determines which jobs should be done, how often, and which supplies to use, whereas a cleaning checklist template puts the cleaning schedule into action - it's for your staff to keep in mind all the cleaning tasks and the details. Wipe down all bottles with a sanitized rag. Throw out fresh mixers at the end of the night. Clean and sanitize taps. Clean, soak and sanitize soda dispenser nozzles. Clean floor drains. Wipe down and sanitize all table tops and the bar counter. Throw napkins, rags, aprons and other laundry into a bin. Break down your service bars and run ... Maintain cleanliness in your restaurant workplace by downloading this ready-made "Restaurant Cleaning Schedule" template that allows you to note down the chores that are to be done in an organized manner. You can prepare the chores list for an entire week with the help of this preformatted template. Download it any file format now! 05/11/2018 · Kitchen and cooking department can use restaurant inventory checklist template to manage inventory as well as to make sure availability of order food stuff by customers. Below you can get comprehensive collection of several restaurant checklist templates free to manage your overall restaurant activities and tasks elegantly. Restaurant Checklist App. Try It for Free Today! View fullsize. Complete checklists faster & with more accuracy than ever! Easily record temps with wireless thermometers from Cooper Atkins/Emerson & ThermoWorks! Create daily schedules to ensure compliance across your brand. Take & record photos.



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