# Projected Opening Date:

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| **Inspectors:** | **Name** | **Phone** | **Cell or e-mail** |
| **Health:** |  |  |  |
| **Fire:** |  |  |  |
| **Building:** |  |  |  |
| **Electrical:** |  |  |  |
| **Plumbing:** |  |  |  |
| **Other:** |  |  |  |

1. **Prepare critical path for operations based on construction schedule.**
2. **Have standard credit sheet drafted for ease of setting up accounts.**
3. **Make contractors phone list for post opening emergencies.**

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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Insurance Evaluation** |  |  |  |
| Pre-Const, During Const, Ops |  |  |  |
| Liquor Bond |  |  |  |
| Liability |  |  |  |
| Workman’s comp |  |  |  |
|  |  |  |  |
| **Solid waste/Dumpster/Compactor/Roll-off** |  |  |  |
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| **Cables & Wiring** |  |  |  |
| Burglar/Fire Alarm |  |  |  |
| Music/Public Address |  |  |  |
| Telephone Lines-Internal |  |  |  |
| POS & Computer Lines |  |  |  |
|  |  |  |  |
| **Code Book** |  |  |  |
| Handicap Regulations |  |  |  |
| Ansel System Requirements |  |  |  |
| Exits |  |  |  |
| Emergency Lighting |  |  |  |
| Security During Operation |  |  |  |
| Panic Hdwr Requirements |  |  |  |
| Fire Inspector Approval |  |  |  |
| Sprinkler System Requirements |  |  |  |
| Smoke Detectors/Smoke Eaters |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Evaluate Information Systems** |  |  |  |
| Register w/ All Gov't Agencies |  |  |  |
| Obtain Fed Tax ID Number |  |  |  |
| Bank Reconciliations |  |  |  |
| Payroll System |  |  |  |
|  |  |  |  |
| **Gas Service - New** |  |  |  |
| Procedures |  |  |  |
| Drawings/Plans |  |  |  |
| Inspection |  |  |  |
| Permit Requirements |  |  |  |
| Installation |  |  |  |
|  |  |  |  |
| **Telephone Service- New** |  |  |  |
| Procedures |  |  |  |
| Drawings/Plans |  |  |  |
| Inspection |  |  |  |
| Permit Requirements |  |  |  |
| Installation |  |  |  |
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| **Water Service - New** |  |  |  |
| Procedures |  |  |  |
| Drawings/Plans |  |  |  |
| Inspection |  |  |  |
| Permit Requirements |  |  |  |
| Installation |  |  |  |
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| **Sewer Service - New** |  |  |  |
| Procedures |  |  |  |
| Drawings/Plans |  |  |  |
| Inspection |  |  |  |
| Permit Requirements |  |  |  |
| Installation |  |  |  |
| **Set Up Grease Trap - Rendering Service** |  |  |  |
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| **Electric Service- New** |  |  |  |
| Procedures |  |  |  |
| Drawings/Plans |  |  |  |
| Inspection |  |  |  |
| Permit Requirements |  |  |  |
| Installation |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Banking** |  |  |  |
| Selection of Bank |  |  |  |
| Construction Account |  |  |  |
| Operational Account |  |  |  |
| Payroll Account |  |  |  |
| Lines of Credit |  |  |  |
| Deposit bags |  |  |  |
| Credit Card Deposit Acc'ts |  |  |  |
| Merchant Acct-AX, VISA/MC, Gift Cards, etc. |  |  |  |
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|  |  |  |  |
| **Graphics Design** |  |  |  |
| Logo |  |  |  |
| Type/Font Style |  |  |  |
| Colors |  |  |  |
| Size |  |  |  |
| Business Cards |  |  |  |
| Menus |  |  |  |
| Identify and choose menu covers if used. |  |  |  |
| Printed Gift Certificates |  |  |  |
| Signs |  |  |  |
| Stationary |  |  |  |
| Letterhead |  |  |  |
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| **Signage and Banners** |  |  |  |
| Coming soon |  |  |  |
| Opening date |  |  |  |
| Now hiring |  |  |  |
| Menu Board |  |  |  |
| No deliveries between… |  |  |  |
| Hours of business |  |  |  |
| Parking Lot |  |  |  |
| Smoking |  |  |  |
| Fire Marshall |  |  |  |
| ADA |  |  |  |
| Restrooms |  |  |  |
| Open/Closed |  |  |  |
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| **Advertising Timetable** |  |  |  |
| Find Yellow Pages Cut-Off Dates |  |  |  |
| Evaluate Local Associations |  |  |  |
| List of Advertising Resources |  |  |  |
| Flyers |  |  |  |

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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Vendor List for:** |  |  |  |
| Food |  |  |  |
| Liquor |  |  |  |
| Supplies |  |  |  |
| Contact Salespersons |  |  |  |
| Credit Applications on File |  |  |  |
| List of References |  |  |  |
| Inventory |  |  |  |
| Initial / Pre-Opening |  |  |  |
| Replacement |  |  |  |
| Par Stock & Ordering Forms |  |  |  |
|  |  |  |  |
| **Outside Services** |  |  |  |
| Maintenance |  |  |  |
| Janitorial |  |  |  |
| Valet Parking |  |  |  |
| Pest Control |  |  |  |
| Plant Service |  |  |  |
| Linen Service |  |  |  |
| Hood/Flue Cleaning |  |  |  |
| Carpet Cleaning |  |  |  |
| Window Washing |  |  |  |
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| **Payroll** |  |  |  |
| Pre Opening |  |  |  |
| Management |  |  |  |
| Hourly |  |  |  |
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| **POS System** |  |  |  |
| Wiring |  |  |  |
| Installation |  |  |  |
| Training |  |  |  |
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| **Primary Vendor Selection/Approved vendor list** | |  |  |
| Local contact w/ name number |  |  |  |
| Establish credit, delivery schedule |  |  |  |
| P - O - S materials |  |  |  |
| Initial marketing support |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Parking Lot** |  |  |  |
| Number of Spaces |  |  |  |
| Resurfacing |  |  |  |
| Entrance/Exits |  |  |  |
| Lighting for Parking Lot |  |  |  |
| Control Pre-Construction |  |  |  |
| Control During Construction |  |  |  |
| Valet Stand/Key Control |  |  |  |
| **Parking Lot Signage** |  |  |  |
| Handicap |  |  |  |
| Reserved |  |  |  |
| Vallet |  |  |  |
|  |  |  |  |
| **Landscaping** |  |  |  |
| Pre-Construction |  |  |  |
| During Construction |  |  |  |
| Maintenance |  |  |  |
| Construction Timetable |  |  |  |
| Estimated Time for Each Phase |  |  |  |
| Estimated Completion Date |  |  |  |
| Critical Path |  |  |  |
| Construction Budget |  |  |  |
| Sign Requirements/Restrictions |  |  |  |
|  |  |  |  |
| **Security** |  |  |  |
| Robbery Prevention |  |  |  |
| Control of Access During Ops |  |  |  |
| Control of Access During Const |  |  |  |
| Double door safe |  |  |  |
| Night drop |  |  |  |
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| **Keys** |  |  |  |

Make list of keys needed in store. Have all coolers, equipment, etc. keys same as doors.

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| Collect all keys upon installation. |  |  |  |
| Re-key just before opening |  |  |  |
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| **First aid box** |  |  |  |
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| **Informational Signage** |  |  |  |
| Restrooms |  |  |  |
| Exit |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |

**Staffing** Projected list of employee needs for each area of operation and Sources for recruiting.

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| Develop pay scales for all crew work groups |  |  |  |
| Front Desk |  |  |  |
| Servers |  |  |  |
| Wait Assistants |  |  |  |
| Bartenders |  |  |  |
| Cooks |  |  |  |
| Prep Cooks |  |  |  |
| Dishwashers |  |  |  |
| Supervisors |  |  |  |
| Managers |  |  |  |
|  |  |  |  |
| **Arrange for interview site, furniture, phones & supplies.** | |  |  |
| Place employment ads in local newspapers & schedule recruiting missions. | | |  |

Review staffing manual for interviewing and hiring procedures. Establish target question list.

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| **Training** |  |  |  |
| Identify dates of training allowing for “dry run” or “soft opening” time. | | |  |
| Validate service sequences. |  |  |  |
| Develop bar opening checklist. |  |  |  |

Develop kitchen-opening checklist & for all departments: open, close & managers.

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| Document and train management and staff. |  |  |  |
| Organize orientation materials. |  |  |  |
| Develop sidework schedules for all FOH |  |  |  |
| Set up POS training for management & crew. |  |  |  |
| Arrange lodging for all opening personnel. |  |  |  |
| Wine & beer seminars for sales knowledge and over-consumption policy. | | |  |
| FOH menu descriptions for all items. |  |  |  |
| Plating and garnish guide for all items. |  |  |  |
| Set up training recipe manuals |  |  |  |
| Select training team. |  |  |  |
| Set date for training team arrival. |  |  |  |
| Prepare master training calendar. |  |  |  |
| Set up training manuals & opening materials. |  |  |  |
| Set up general meeting and training session. |  |  |  |
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| **Organize any necessary management training such as:** | |  |  |
| MSDS location |  |  |  |
| Interviewing and hiring (legal vs. illegal questions, ADA, etc.) | |  |  |
| Restaurant standards and systems |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Human Resources** |  |  |  |
| Selection of Manager |  |  |  |
| Selection of Pre-Opening Staff |  |  |  |
| Organizational Chart |  |  |  |
| Evaluation of Available Managers |  |  |  |
| Define Manager Job Duties |  |  |  |
| Interview of Managers |  |  |  |
| Interview of Pre-Opening Staff |  |  |  |
| Create Management Reports |  |  |  |
| Evaluation of Available Chefs |  |  |  |
| Evaluation of Kitchen Manager |  |  |  |
| Employee Performance Evaluation |  |  |  |
| Training Program for Employees |  |  |  |
| Uniforms |  |  |  |
| Dress Code |  |  |  |
| **Establish Work Schedules** |  |  |  |
| Reports |  |  |  |
| Food/Bev/Covers/Avg Ck/Sales Mix |  |  |  |
| Comparisons to Budget |  |  |  |
| Organizational Charts by Department |  |  |  |
| Dining Room |  |  |  |
| Bar |  |  |  |
| Kitchen |  |  |  |
| Administration |  |  |  |
| Employee Applications |  |  |  |
| **Employee Manuals** |  |  |  |
| Writing |  |  |  |
| Production |  |  |  |
| Training |  |  |  |
| Hiring of Employees |  |  |  |
| Training of Employees |  |  |  |
| Establish employee meal policy |  |  |  |
| **Employee Applications & Employee New Hire Kits** | |  |  |
| English / Spanish |  |  |  |
| I - 9 and Tax Forms |  |  |  |
| Health cards |  |  |  |
| Server/Bartender/Entertainment Permits |  |  |  |
| Orientation |  |  |  |
| Pre-Opening/Training schedule |  |  |  |
| Operational schedule |  |  |  |
| ServSafe™ Training |  |  |  |
| Uniform |  |  |  |
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| **Task** | | **Order By:** | **In Place by:** | **Person Responsible** |
| **Kitchen Operations/Service Operations** | |  |  |  |
| Set-up sheets with pars | |  |  |  |
| Opening checklists | |  |  |  |
| Closing checklists | |  |  |  |
| Prep lists with pars | |  |  |  |
| Standardized recipe book | |  |  |  |
| Freezer pull sheets | |  |  |  |
| Inventory forms. | |  |  |  |
| Electric bug killer for back door? | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| **Employee Bulletin Board** | |  |  |  |
| Required Postings -- OSHA, safety, minimum wage, etc. | | |  |  |
| Wage & hour | |  |  |  |
| Workman's comp | |  |  |  |
| Emergency hospital & Doctor | |  |  |  |
|  | |  |  |  |
| **Employee lockers** | |  |  |  |
| **Job descriptions** | |  |  |  |
| **Operational Manuals** | |  |  |  |
| Safety manual | |  |  |  |
| Financial manual | |  |  |  |
| Catering manual | |  |  |  |
| Kitchen manual | |  |  |  |
| Exhibition cooking manual | |  |  |  |
|  | |  |  |  |
| **Join local Restaurant Association** | |  |  |  |
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| **Telephones** |  |  |  |  |
| Office line | |  |  |  |
| Fax line | |  |  |  |
| Catering line | |  |  |  |
| E-mail line | |  |  |  |
| Kitchen line | |  |  |  |
| Reservations line | |  |  |  |
| Pay phones | |  |  |  |
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| **Guest Music** | |  |  |  |
| ASCAP/BMI Arrangements | |  |  |  |
| Satellite Music System | |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Hours of Operation** |  |  |  |
| Estimated Hours of Operation |  |  |  |
| Bar |  |  |  |
| Restaurant |  |  |  |
| Entertainment |  |  |  |
| Opening |  |  |  |
| On Going |  |  |  |
|  |  |  |  |
| **Preliminary Menu** |  |  |  |
| Children’s Menus |  |  |  |
| Children amenities |  |  |  |
| Baby bibs |  |  |  |
| Birthday Favors |  |  |  |
| Lunch |  |  |  |
| Dinner |  |  |  |
| Catering |  |  |  |
| Brunch |  |  |  |
| Banquet |  |  |  |
| Menu Pricing Range |  |  |  |
| Menu Cost & Portion Guide |  |  |  |
| Standard recipe binder |  |  |  |
|  |  |  |  |
| **Table Arrangement** |  |  |  |
| Section ( wait station) Maps |  |  |  |
| Opening and Closing Sidework Assignments |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Equipment, Smallwares & Supplies** |  |  |  |
| **Collect all warranties for new equipment and send in cards.** | | |  |

# Place all equipment information and Service Agents in a notebook for reference.

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| Kitchen |  |  |  |
| Dining Room |  |  |  |
| Bar |  |  |  |
| Office |  |  |  |
| Food Inventory |  |  |  |
| Bar Inventory |  |  |  |
| Supplies Inventory |  |  |  |
|  |  |  |  |
| **Hood/HVAC equipment** |  |  |  |
|  |  |  |  |
| **Kitchen Design and Equipment List** |  |  |  |
| **Punch List** |  |  |  |
| Contractor |  |  |  |
| Subcontractors |  |  |  |
| Out-side Contractors |  |  |  |
| **Equipment checkout (burn-in/calibration)** |  |  |  |
| Ice Machines |  |  |  |
| Cooking Equipment |  |  |  |
| Refrigeration Equipment |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Hand Wash Stations** |  |  |  |
| Soap |  |  |  |
| Sanitizer |  |  |  |
| Towel Dispensers |  |  |  |
| Hand wash signs |  |  |  |
| **Kitchen Clock** |  |  |  |
| **Anti-fatigue mats** |  |  |  |
| **Set up dish machine service** |  |  |  |
|  |  |  |  |
| **Clean, organize and label all shelving:** |  |  |  |
| Dry Storage |  |  |  |
| Walk-in |  |  |  |
| Freezer |  |  |  |
| Supply area |  |  |  |
| Service Area |  |  |  |
| Chemical Storage |  |  |  |
| Bar Storage |  |  |  |
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| **Task** | | **Order By:** | **In Place by:** | **Person Responsible** |
| **Kitchen Utensils** | |  |  |  |
| Produce List | |  |  |  |
| Obtain Bids | |  |  |  |
| Place Order | |  |  |  |
| Receive Order | |  |  |  |
|  | |  |  |  |
| **Small Wares Order** | |  |  |  |
| Produce list | |  |  |  |
| Obtain bids | |  |  |  |
| Place Order | |  |  |  |
| Receive Order | |  |  |  |
|  | |  |  |  |
| **Tabletop Selection** | |  |  |  |
| Plateware | |  |  |  |
| Flatware | |  |  |  |
| Glassware | |  |  |  |
| linen | |  |  |  |
|  | |  |  |  |
| **Select Wall Covering** | |  |  |  |
| Obtain Bids | |  |  |  |
| Order | |  |  |  |
| Arrange Delivery | |  |  |  |
| Accept per Order | |  |  |  |
|  | |  |  |  |
| **Select Tables** | |  |  |  |
| Obtain Bids | |  |  |  |
| Order | |  |  |  |
| Arrange Delivery | |  |  |  |
|  | |  |  |  |
| **Select Chairs** | |  |  |  |
| Obtain Bids | |  |  |  |
| Order | |  |  |  |
| Arrange Delivery | |  |  |  |
| Apply Scotchguard protection | |  |  |  |
| High Chairs & Boosters | |  |  |  |
| Arrange Delivery | |  |  |  |
|  | |  |  |  |
| **Select Floor Covering** | |  |  |  |
| Obtain Bids | |  |  |  |
| Order | |  |  |  |
| Arrange Installation | |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Bar Operation** |  |  |  |
|  |  |  |  |
| **Beverage station** |  |  |  |
| cups |  |  |  |
| lids |  |  |  |
| holders |  |  |  |
| sodas |  |  |  |
| dairy |  |  |  |
| canned juices |  |  |  |
| bev naps |  |  |  |
| straws |  |  |  |
|  |  |  |  |
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| **Soda System** |  |  |  |
|  |  |  |  |
| **Well liquor selection** |  |  |  |
| **Call liquor selection** |  |  |  |
| **Premium liquor selection** |  |  |  |
|  |  |  |  |
| **Beer Selection** |  |  |  |
| Draft system |  |  |  |
|  |  |  |  |
| **Wine Selection** |  |  |  |
| Supplier Wine Training Program |  |  |  |
| Wine List Design |  |  |  |
| Wine List Publication |  |  |  |
| Wine Openers |  |  |  |
| Wine buckets and stands |  |  |  |
|  |  |  |  |
| **Standardized Recipe and Glassware** |  |  |  |
| Garnish Guide |  |  |  |
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| **Paper Products** |  |  |  |
| Guest Checks |  |  |  |
| POS Supplies |  |  |  |
| Take out |  |  |  |
| Bathroom |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Linen Service** |  |  |  |
| Table top Laundry (Rental) |  |  |  |
| Uniform Laundry (Rental) |  |  |  |
| Uniform order |  |  |  |
|  |  |  |  |
| **Janitorial supplies** |  |  |  |
| Hard goods |  |  |  |
| Wet Floor Cones |  |  |  |
| Mop Buckets |  |  |  |
| Mops |  |  |  |
| Vacuum |  |  |  |
| Hand towel dispensers |  |  |  |
| Squeegees |  |  |  |
|  |  |  |  |
| **Office Equipment** |  |  |  |
| **Office Furniture** |  |  |  |
| Desk |  |  |  |
| Chair |  |  |  |
| Filing cabinets |  |  |  |
|  |  |  |  |
| **Computer System** |  |  |  |
| Color Monitor |  |  |  |
| Color Printer |  |  |  |
| ISP Internet service |  |  |  |
|  |  |  |  |
| **Software** |  |  |  |
| Food Ordering (From Primary Supplier) | |  |  |
| Office Suite Software |  |  |  |
| Word Processor |  |  |  |
| Spreadsheet |  |  |  |
| Presentation |  |  |  |
| Publisher Software |  |  |  |

Scheduling- Use for employee time management, Management Schedules

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| and Catering Events |  |  |  |
| **Upload software** |  |  |  |
|  |  |  |  |
| **Telephone Equipment** |  |  |  |
| Obtain Bids |  |  |  |
| Order |  |  |  |
| Arrange Delivery |  |  |  |
| Accept per Order |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
| **Finals** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Place initial food order** |  |  |  |
|  |  |  |  |
| **Place initial chemical supplies order** |  |  |  |
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| **Place initial paper goods order** |  |  |  |
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| **Fire Department walk through** |  |  |  |
| Alarm system |  |  |  |
| Fire extinguishers/signs |  |  |  |
| Ansul system |  |  |  |
| Hand held extinguisher |  |  |  |
| Mounting and signage |  |  |  |
| Instruction |  |  |  |
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| **Environmental Health Walk through** |  |  |  |
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| **Task** | **Order By:** | **In Place by:** | **Person Responsible** |
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