

# **Sewing Machine Weekly Maintenance Check**

Isolate machine and carry out the following:

Machine Number/Type

Has the machine been used this week?

*If yes carry out the following:*

*tick*

Clean machine inside and out with compressed air

Apply oil all lubricating points on machine

Check cable and plugs for damage

Check switch box for damage

Signed

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Date

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Observations and notes on repairs

Report any defects immediately to your Supervisor or Team Leader.