

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:

✓

Clean machine inside and out with compressed air

Apply oil to all lubricating points on machine

Check cable and plugs for damage

Check switch box for damage

Signed: Date:

Observations and notes on repairs

Report any defects immediately to your Supervisor or Team Leader