

Sewing Room Maintenance Checklist

Year :



DESCRIPTION	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	NOTE
SEWING MACHINE: WIPE EXTERIOR WITH A SOFT CLOTH													
SEWING MACHINE: LOWER THE FEED DOGS AND CLEAN THE BOBBIN AREA USING A BRUSH													
SEWING MACHINE: CLEAN UNDER THE BOBBIN CASE WITH A BRUSH AND REMOVE ANY LINT BUILDUP													
SEWING MACHINE: REPLACE THE NEEDLE													
SEWING MACHINE: INSPECT ACCESSORIES/FEET													
ROTARY CUTTER: REPLACE THE BLADE													
INSPECT POWER OUTLETS, LIGHT SWITCHES, EXTENSION CORDS AND POWER BOARDS FOR SIGNS OF WEAR													
INSPECT AIR CONDITIONING AND HEATING VENTS													
WIPE DOWN ALL TABLES AND SURFACES													
INSPECT FLOORING FOR ANY TRIP HAZARDS OR SHARP OBJECTS													
SCHEDULE A SEWING MACHINE MAINTENANCE TUNEUP													