

## HAND SEWING MACHINE CHECK LIST

Please tick all checks completed as you work.

ONCE COMPLETED, PLEASE PUT THIS FORM **INSIDE** THE MACHINE CASE.

<b>GROUP NAME</b>		<b>REFURBISHED BY</b>		
<b>DATE REFURBISHED</b>		<b>DATE RECEIVED</b>		
<b>YOUR MACHINE REFERENCE</b>				
A	CASE	REF	Tick	Comments
1	Checked for woodworm – none present	[2] A-1		
2	Machine removed from case, debris cleaned out of bottom, rusty items discarded	[2] A-1		
3	Case checked for damage and repair. All screws tightened	[2] A-1		
4	2 Leather 'half moons' in good condition (where fitted)	[2] A-2		
5	Case fittings secure, lock oiled and working, key present or replaced	[2] A-2		
<b>B HANDLE MECHANISM</b>				
1	Wooden handle turns easily on its spindle, spindle securely fixed in handle arm	[2] B-1		
2	Cover plate removed, gear mechanism cleaned and oiled. All thread removed	[2] B-1		
3	Drive arm flap checked for movement and cushioning	[2] B-2		
4	Mechanism runs smoothly and evenly	[2] B-1		
<b>C BALANCE WHEEL</b>				
1	Balance wheel removed, parts cleaned and bearing oiled	[2] C-1 to C-2		
2	Balance wheel cleanly engages and disengages from the main shaft	[2] C-2 to C-3		
<b>D BOBBIN WINDER</b>				
1	Rubber wheel checked and replaced if loose, worn or hard	[2] D-1 to D-7		
2	All parts cleaned and oiled	[2] D-1 to D-7		
3	All parts function correctly	[2] D-1 to D-7		
<b>E TOP OF MACHINE</b>				
1	Spool pin is present, tight and in correct hole	[2] E-1		
2	Oil applied to oiling holes as shown in Sewing Machine Manual	[2] E-1 to E-2		
3	Stitch length mechanism oiled and checked for easy movement	[2] E-2 to E-3		
<b>F TENSION MECHANISM</b>				
1	All components cleaned	[2] F-1 to F-13		
2	All components present and assembled correctly	[2] F-1 to F-13		
3	Tension check spring in good condition and correctly adjusted	[2] F-1 to F-13		
4	Tension released when presser release arm raised	[2] F-1 to F-13		
<b>G HEAD</b>				
1	Presser Bar regulating screw oiled and easy to turn	[2] G-1		

2	All fluff and dirt removed from inside head			[2] G-1			
3	All moving parts oiled			[2] G-1			
4	Presser release arm clear of presser bar when lowered			[2] G-3			
5	Presser foot slot does not foul needle hole in cover plate			[2] G-3			
<b>H</b>	<b>LOWER BOBBIN AREA</b>						
1	Cover plates removed and feed dog cleaned			[2] H-1			
2	66 / 99	Bobbin holder removed and cleaned		[2] H-2			
3		Bobbin spring checked for tension and adjusted		[2] H-3			
4		Bobbin position bracket removed, cleaned and felt replaced if worn		[2] H-2, H-3			
5		Hook ring area cleaned		[2] H-2			
6		Re-assembled, gap between bobbin holder and position bracket checked		[2] H-3, H-4			
1	201	Bobbin holder latch removed and cleaned		[2] H-5			
2		Hook ring assembled cleaned, removing if necessary		[2] H-5			
3		Bobbin spring checked for tension and adjusted		[2] H-5			
1	15K	Bobbin holder removed and cleaned		[2] H-6			
2		Bobbin spring checked for tension and adjusted		[2] H-7			
3		Hook race assembly removed, disassembled and cleaned		[2] H-7			
4		Hook ring replaced		[2] H-8			
<b>I</b>	<b>UNDERSIDE</b>						
1	Rollers checked for free movement			[2] I-2, I-4, I-6			
2	All fluff, debris, oil and grease removed						
3	All oiling holes and moving parts oiled			[2] I-3, I-5, I-8			
4	Feed dog replaced and correct height tested			[2] I-1, I-4, I-6			
5	Stitch length works from 0 to almost full length of cover plate gap – adjusted if needed			[2] I-2, I-5, I-7			
<b>J</b>	<b>TESTING</b>						
1	Bobbin winder winds and releases when bobbin is full – if release mechanism fitted						
2	Machine tested at minimum, maximum and midway stitch lengths and reverse – if fitted						
3	Stitch formation checked and tension correctly adjusted						
4	Top surface finally cleaned						
5	Tie handle securely to bracket and balance wheel						
6	Instruction book included		Spare needles (10)		Bobbins (at least 2)		