

# Machine Repair Service Checklist

Make/Model \_\_\_\_\_

Serial # \_\_\_\_\_

- |   |  |   |   |  |
|---|--|---|---|--|
| <input type="checkbox"/> Power Cord   | <input type="checkbox"/> ZZ Presser Foot       | <input type="checkbox"/> Embroidery Arm                           | <input type="checkbox"/> Foot Control                     | <input type="checkbox"/> Case              |
| <input type="checkbox"/> Other Accessories: _____   |  |   |   |  |
| <input type="checkbox"/> External Inspection  |  |   |   |  |
| <input type="checkbox"/> Spool Pins   | <input type="checkbox"/> Knobs in Place        | <input type="checkbox"/> Broken Parts                             |   |  |
| <input type="checkbox"/> Broken Parts   | <input type="checkbox"/> Needle Plate          | <input type="checkbox"/> Take Up Lever                            |   |  |
| <input type="checkbox"/> Presser Bar Lever  | <input type="checkbox"/> Hand Wheel            | <input type="checkbox"/> Feed Alignment                           |   |  |
| <input type="checkbox"/> Drop Feed  | <input type="checkbox"/> Feed Dog Ht           | <input type="checkbox"/> Press Foot Align                         |   |  |
| <input type="checkbox"/> Press Foot Ht  | <input type="checkbox"/> Needle Centering      | <input type="checkbox"/> Bobbin Winder                            |   |  |
| <input type="checkbox"/> Bobbin Area  | <input type="checkbox"/> Hook Assembly         | <input type="checkbox"/> Other: Blemishes, Wear, etc.             | _____   |  |
| <input type="checkbox"/> Initial Sewing Test  |  |   |   |  |
| <input type="checkbox"/> Threading  | <input type="checkbox"/> Wind Bobbin           | <input type="checkbox"/> Tension                                  | <input type="checkbox"/> Tension Spring                   | <input type="checkbox"/> Take Up Lever     |
| <input type="checkbox"/> Straight Stitch  | <input type="checkbox"/> Zig Zag Stitch        | <input type="checkbox"/> Reverse                                  | <input type="checkbox"/> Tensions                         |  |
| <input type="checkbox"/> Motor & Drive Tests  | <input type="checkbox"/> Issues Observed       | <input type="checkbox"/> Noises                                   |   |  |
| <input type="checkbox"/> Remove Needle Plate and Cover Plate  |  |   |   |  |
| <input type="checkbox"/> Remove Bobbin  | <input type="checkbox"/> Remove Bobbin Carrier | <input type="checkbox"/> Remove Hook as appropriate               |   |  |
| <input type="checkbox"/> Remove Covers  |  |   |   |  |
| <input type="checkbox"/> Needle Bar Left  | <input type="checkbox"/> Top                   | <input type="checkbox"/> Rear                                     | <input type="checkbox"/> Bottom                           | <input type="checkbox"/> Motor Cover       |
| <input type="checkbox"/> Thoroughly Clean Inside The Machine  |  |   |   |  |
| <input type="checkbox"/> Remove all debris with compressed air & brush                              |  | <input type="checkbox"/> Remove old lubricants with cleaners      |   |  |
| <input type="checkbox"/> Bobbin Area  | <input type="checkbox"/> Needle bar area       | <input type="checkbox"/> Lower Cavity                             | <input type="checkbox"/> Upper Cavity                     | <input type="checkbox"/> Motor             |
| <input type="checkbox"/> Chemical cleaning as necessary   |  | <input type="checkbox"/> Dremmel as necessary                     | <input type="checkbox"/> Final cleaning                   |  |
| <input type="checkbox"/> Lubricate  |  |   |   |  |
| <input type="checkbox"/> Bobbin Area  | <input type="checkbox"/> Machine Oil           | <input type="checkbox"/> Triflow                                  | <input type="checkbox"/> Grease                           | <input type="checkbox"/> All Metal to      |
|   | <input type="checkbox"/> Needle area           | <input type="checkbox"/> Lower Cavity                             | <input type="checkbox"/> Upper Cavity                     | <input type="checkbox"/> Motor             |
| <input type="checkbox"/> Internal Checkpoints and Adjustments                                       |  |   |   |  |
| <input type="checkbox"/> Free Motion:   |  | <input type="checkbox"/> Note indicators from initial sewing test |   |  |
| <input type="checkbox"/> Timing:  | <input type="checkbox"/> Shafts                | <input type="checkbox"/> Levers                                   | <input type="checkbox"/> Belts                            | <input type="checkbox"/> Trackers          |
| <input type="checkbox"/> Needle Bar   | <input type="checkbox"/> Hook/Needle           | <input type="checkbox"/> Feed                                     | <input type="checkbox"/> ZZ Swing                         | <input type="checkbox"/> Reverse Stitching |
| <input type="checkbox"/> Presser Bar  | <input type="checkbox"/> Positions             | <input type="checkbox"/> Swing                                    | <input type="checkbox"/> Height                           |  |
| <input type="checkbox"/> Feed System  | <input type="checkbox"/> Height                | <input type="checkbox"/> Pressure                                 | <input type="checkbox"/> Dual Feed                        |  |
| <input type="checkbox"/> Cam Tracking   | <input type="checkbox"/> Feed Dog Height       | <input type="checkbox"/> Centering                                | <input type="checkbox"/> Timing                           |  |
| <input type="checkbox"/> Stitch Adjustment  | <input type="checkbox"/> Stitch Selection      | <input type="checkbox"/> Retraction                               | <input type="checkbox"/> Tracking                         |  |
|   | <input type="checkbox"/> Length                | <input type="checkbox"/> Width                                    | <input type="checkbox"/> Balance                          |  |
| <input type="checkbox"/> Reassemble All Covers  |  |   |   |  |
| <input type="checkbox"/> Bobbin Area  | <input type="checkbox"/> Needle area           | <input type="checkbox"/> Lower                                    | <input type="checkbox"/> Upper                            | <input type="checkbox"/> Motor             |
| <input type="checkbox"/> Perform complete sewing test of all basic stitch and operational functions |  |   |   |  |
| <input type="checkbox"/> Threading  | <input type="checkbox"/> Wind Bobbin           | <input type="checkbox"/> Tension                                  | <input type="checkbox"/> Tension Spring                   | <input type="checkbox"/> Take Up Lever     |
| <input type="checkbox"/> Straight Stitch  | <input type="checkbox"/> Zig Zag               | <input type="checkbox"/> Reverse                                  | <input type="checkbox"/> Tensions                         | <input type="checkbox"/> Noises            |
| <input type="checkbox"/> Motor & Drive Tests  |  |   |   |  |
| <input type="checkbox"/> Complete any necessary adjustments or repairs. Double Check:               |  |   |   |  |
| <input type="checkbox"/> Tensions   | <input type="checkbox"/> Timings               | <input type="checkbox"/> Balance                                  | <input type="checkbox"/> Overall operation of the Machine |  |
| <input type="checkbox"/> Thoroughly clean the outside of machine                                    |  |   |   |  |
| <input type="checkbox"/> Attach under presser foot a finished sample sew out sample                 |  |   |   |  |
| <input type="checkbox"/> Sewing machine tune up & repair complete                                   |  |   |   |  |