



## Weekly Maintenance Guide

At the end of every week a complete clean up should be done. Not only is this your workhorse, it is a very valuable piece of equipment. It does not matter if you are a one head or a multiple head shop, weekly maintenance is a must. It only takes a few minutes, but the benefits are priceless, **Make sure that you turn off your machine for your maintenance.**

### Cleaning

Blow off the take up lever guides and springs on the front of your machine to remove any dust or dirt. Dust gets caught in the springs, flows down to your needle or into the lower area that holds the threads tight against the machine. If dust is in there, you will lose control of that tension. You want total control of your tension. There is a constant tugging between the top thread and the bottom thread, and you want this tugging to be on a consistent level. If either of your threads is flopping around for any reason, you will not have the control that you need, and your tension will be very erratic.

Blow out the X and Y Drive system of the Pantograph.

Remove the Needle plate and the side plate covers from the Rotary Hook area. Brush and blow that out thoroughly. Sometimes the daily brushing will leave lint in the back of this area. While the covers are off, put a drop of oil on the end of your finger and lightly rub it onto the movable knives.

With your needle plate removed, inspect it. Did you break any needles this week? Are there any burrs on top or inside the hole of the needle plate? If there are any burrs on the top of the plate, take your emery cloth and polish it off. If there are any nicks or burrs inside of the hole, run a piece of abrasive cord thru the hole to polish them off. These nicks, scratches and burrs can cause thread breaks.

Check the hook area also for nicks, scratches or burrs. If you have any, polish them off with your emery cloth followed by crocus cloth for an even smoother polish.

Check the picker to make sure that there are no nicks or scratches or burrs. If you find any, polish them off. This is another reason for thread breaks.

## Oiling

Place a drop of oil on the bottom of your needle bars. If you have holes in your needle bar faceplate, you can do this thru the holes. If you do not, like mine, you have to remove this plate. Also place one drop of oil at the top of the springs on the top of your needle bars. I oil both of these spots with my needlepoint oiler. You only want one metered drop. The other oilers dispense far too much oil and you end up with oil on your garments. If you notice too much oil in this area, wait another week before you oil again.

Place a drop of oil inside of the machine arm. On my machine it is in two places. Both places are marked with a red circle. I oil these spots with my long neck oil applicator.

The best time to do this oiling is the last part of the day when the machine will be setting. I usually schedule this maintenance for Friday afternoon. I leave it set over the weekend.

You can time your maintenance on one head if you have more than one, you will know exactly how long it will take and how much time you will need to allow for this at the end of your week.

After you are finished with your maintenance, wash your brush out in hot sudsy water and let it air dry. If you continue to use a dirty and dusty brush, you are pushing dirt and dust around your machine, not removing it. It is much better to start your next maintenance with a clean brush.

Consult your manufacturer's instructions for the exact locations on your machine. Not all machines are the same. You can change this Weekly Maintenance Sheet to reflect your machine.

Remember to always do the maintenance that is specified in your manual for your machine to get the maximum performance that you are looking for.