

# Good Practices

## Machine Maintenance

Good machine maintenance is an investment in productivity. Well maintained machines are more reliable, safer and last longer. Basic maintenance is not expensive either and it can often be done by workers. Workers should be taught simple machine maintenance skills such as machine cleaning, adjusting thread tension, changing broken needles, bobbin changes and emptying the dust filter.

### Good practices for machine maintenance

- Clean machines regularly to reduce the risk of dust damaging machinery. Vacuum cleaning is recommended because it actually removes dirt (Figure 1).
- Regularly clean or replace the sewing machine's vacuum filter (Figure 2).
- Cover machines during lunch breaks and when they are not in use (Figure 3).
- Post maintenance information and maintenance schedules directly onto machines.



Figure 1



Figure 2



Figure 3

### Benefits:

- ✓ Reduces maintenance costs
- ✓ Reduces risk of machine breakdown
- ✓ Improves productivity
- ✓ Safer working environment

### How:

- ✓ Purchase an industrial vacuum cleaner - the investment now will save future machine maintenance costs
- ✓ Use scraps to make covers for machines when not in use
- ✓ Schedule a maintenance routine for all machines

### Cost:

\$

\$ Low cost

\$\$ Moderate cost

\$\$\$ High cost