**Clothing Construction – Check Out Sheet**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Machine # \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ 1. Check with Mrs. Hansen about grade.

\_\_\_\_\_ 2. Clean out tote tray – remove your name and return all supplies to the proper place.

\_\_\_\_\_3. Return a bobbin to Mrs. Hansen. (Keep thread on it)

\_\_\_\_\_4. Find the “Barbie Case” for your machine and make sure all the feet are in it.

\_\_\_\_\_ 5. Unplug cords from machine and the power source. Roll up and place the foot with the cords in the machine.

\_\_\_\_\_ 6. Sweep under the machine.

\_\_\_\_\_ 7. Remove thread from the chair wheels.

\_\_\_\_\_ 8. Vacuum off chair.

\_\_\_\_\_ 9. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This will be worth 20 points on your grade.

**Machine Number: \_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Number: \_\_\_\_\_\_**

**Personal Check-Off**

**EVERYONE:**

**COMPLETE EACH JOB LISTED BELOW BEFORE PUTTING YOUR NAME ON THE “HELP ME” BOARD TO BE CHECKED OFF. SAVE YOUR BOBBIN TO GIVE TO YOUR TEACHER AT THE END!**

**Everyone Is Responsible For:**

**\_\_\_\_\_ Put all scraps and extra fabric in the scrap bin or in a plastic bag to be taken home.**

**\_\_\_\_\_ Return all equipment, (seam rippers, pins, marking pens, etc.), to proper supply bins.**

**\_\_\_\_\_ Unwind ALL thread from your bobbin. *Do not return bobbin until you are completely checked off.***

 **\_\_\_\_\_ If you are not taking your thread home, wind and catch the end of the thread in the spool and put it in the thread donation bin.**

**\_\_\_\_\_ Remove name tag and all tape from tote. Wash and dry out tote with the sanitizing spray. Make sure there is nothing in the tote slot that fell out of your tote. AFTER the teacher checks off your tote, return it to the storage cupboard. *Do not return tote until you are completely checked off.***

 **\_\_\_\_\_ Clean out your drawer and return any equipment. Wash and dry out your drawer with the sanitizing spray. The only things that should be left in the drawers are the shears (in the box), a pattern booklet, and a small black bag with the following presser foot numbers: 2, 3, 4 and 5. *Be sure to check that they are all accounted for.***

 **\_\_\_\_\_ Wash and dry your sewing machine and machine table with the sanitizing spray. (Spray a paper towel with sanitizer to clean the machine. Do NOT spray the sewing machine.) Wash and dry the cupboard that stores your sewing machine. Be sure to clean the bottom part of the cupboard where your foot pedal rests.**

**\_\_\_\_\_ Untangle your foot-pedal cords. Make sure they are plugged in after untangling.**

**\_\_\_\_\_ Wash and dry the outside of the cupboard door and drawer fronts with the sanitizing spray. Be careful not to peel up the labels on the cupboards.**

**\_\_\_\_\_ Pick up scraps or pins out of the carpet in your sewing area. This includes where you store your chairs.**

**\_\_\_\_\_ When ALL of the jobs above are completed, put your name on the “Help Me!” board and your teacher will check you off, collect your bobbin and show you how to clean the inside of the machine/change the needle.**

**JOB GROUPS:**

**Each Job Group Is Responsible For:**

**Job 1:**

**\_\_\_\_\_ Dust bobbin bin and check off all bobbin cases.**

**\_\_\_\_\_ Clean both serging tables. Throw away and scraps or thread. Wash and dry serging tables, especially under the sergers themselves.**

**\_\_\_\_\_ Pick up scraps and pins off of carpet under serging tables.**

**\_\_\_\_\_ Clean out the brushes on both of the push vacuums.**

**Job 2:**

**\_\_\_\_\_ Wash and dry window.**

**\_\_\_\_\_ Wash and dry all brown tables.**

**\_\_\_\_\_ Wash and dry counters around the edges of the room. Be sure to get all marks and streaks off of the counters.**

**Job 3:**

**\_\_\_\_\_ Erase both white boards then wash and dry the boards and marker trays.**

**\_\_\_\_\_ Pick up thread, scraps and pins off the floor.**

**\_\_\_\_\_ Organize supply cupboards 7 & 8. Organize patterns and place in correct box. Wash and dry all shelves.**

**Job 4:**

**\_\_\_\_\_ Wash and dry the counter tops on the sides of the rooms.**

**\_\_\_\_\_ Wash and dry center cutting table. Be sure to get all marks and streaks off of the table.**

**\_\_\_\_\_ Wash and dry cupboard fronts for cupboards 1-10.**

**Job 5:**

**\_\_\_\_\_ Wash and dry the small counter by the sink. Wash and dry out the sink.**

**\_\_\_\_\_ Fill and wind-up iron cords.**

**\_\_\_\_\_ Wind-up thread in the thread tote. Make sure the end of the thread is in the catch.**

**Job 6:**

**\_\_\_\_\_ Organize the supply totes. Make sure that the pins are in the pin tote, the seam rippers are in the seam ripper tote, etc.**

**\_\_\_\_\_ Wash and dry the supply tote storage cart table top. Organize any pattern sheets or grading rubrics.**

**\_\_\_\_\_ Move the supply tote storage cart and pick up and return any equipment or pins.**

**\*When all jobs are done, help put pins in the pin cushions or help organize the scrap bins.**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERIOD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINAL CLEANING CHECK**

1. Tote tray cleaned out, masking tape removed, and tote tray disinfected. Check off with teacher BEFORE putting it back in the cabinet.

\_\_\_\_\_\_ /10 points

\_\_\_\_\_ Teacher ✓

1. Bobbin/Sewing Supplies placed NICELY in supplies cabinets.

\_\_\_\_\_\_/ 10 points

\_\_\_\_\_ Teacher ✓

1. Sewing Machine LAB job completed for Machine #\_\_\_\_\_\_\_.

\_\_\_\_\_\_/ 10 points

\_\_\_\_\_ Teacher ✓

1. Pick up 20 pins or other items from off the floor. Take care of them properly. (trash goes in trash, pins go in pin cushions, etc.)

\_\_\_\_\_\_/ 10 points

\_\_\_\_\_ Teacher ✓

1. Complete a LAB job from teacher. What was it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_/ 10 points

\_\_\_\_\_ Teacher ✓

Total: \_\_\_\_\_\_\_\_\_\_\_/ 50 points

 \_\_\_\_\_ Teacher ✓

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sewing # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Cleaning- A3

Complete your assignments before being checked off. Keep your tote tray/toolbox at your machine.

| Job | Description | Checked Off |
| --- | --- | --- |
| 1. Clean out your tote tray(5 pts) | Remove all items. Place equipment in the proper container. Place fabric in the scrap container and notions in the junk drawer. Wipe out tote tray with Clorox wipe. Remove your name label. Make sure sewing number label is still attached. |  |
| 2. Empty your sewing binder (5 pts) | Recycle unwanted papers (unless they have fabric attached). Remove label and tape from front of binder. **Return any instructions and reviews** (backsack, hoodie, doll, etc). \*\*Binder should be completely empty!\*\* |  |
| 3. Empty and relabel your toolbox. (5 pts) | Make sure you have a label taped to the inside of the tool box. Remove all items and place them in the correct bins along the side counter. Remove your name label and replace it with a new blank numbered label. |  |
| 4. Clean your sewing machine.(5 pts) | Empty your machine cover of anything besides the foot pedal. Remove stitch plate, bobbin case and bobbin shuttle and clean out lint with lint brush. Wipe down machine with wet wipe to remove all lint, stickers, writing, etc.  |  |
| \*\*Write your name on the board to have your tote tray, toolbox, and sewing machine checked off at this point while completing your classroom assignment. I will place oil in your machine for you to run through your machine. Unplug your foot pedal after oil is run through your machine.\*\* |  |  |
| Classroom assignment: (10 pts) |  |  |
| Total Points \_\_\_\_\_\_\_\_\_\_\_\_/ 30 |  |  |