

MIDWEST

disaster relief • education



MISSION

health • micro business

ELECTRIC SEWING MACHINE INTAKE CHECKLIST

Donor name: _____ Date: _____ Location: _____

Brand/Model _____ Serial # _____

Power & Motor (Electric Machines)

- | | |
|--|--|
| ☐ Powers on | ☐ Motor runs smoothly |
| ☐ Power cord intact (no fraying) | ☐ No burning smell |
| ☐ Foot pedal included | ☐ No excessive noise or vibration |
| ☐ Foot pedal responds to pressure | |

Issues noted: _____

Handwheel & Drive

- ☐ Handwheel turns freely toward operator
- ☐ Needle moves up/down with handwheel
- ☐ Belt present and not slipping (if applicable)

Issues noted: _____

Needle (Be very specific)

- ☐ Needle present
- ☐ Needle installed correctly (flat side correct direction)
- ☐ Needle not bent
- ☐ Needle clamp screw tight

Issues noted: _____

Bobbin & Bobbin Case (Be very specific)

- | | |
|---|--|
| ☐ Bobbin case present | ☐ Bobbin tension spring intact |
| ☐ Correct bobbin type for machine | ☐ Bobbin winder present |
| ☐ Bobbin inserted in correct direction | ☐ Bobbin winder engages and spins |

Issues noted: _____

Presser Foot & Feed

- ☐ Presser foot present
- ☐ Presser foot raises/lowers
- ☐ Presser foot holds fabric firmly
- ☐ Feed dogs move fabric forward

Issues noted:_____

Stitch Test

- ☐ Sews straight stitch
- ☐ Stitch length adjusts
- ☐ Upper thread tension works
- ☐ Reverse stitch works (if applicable)

Issues noted:_____

Accessories & Condition

- ☐ Power cord included
- ☐ Machine clean (no rust, mold, pests)
- ☐ Foot pedal included
- ☐ Casing intact (no major cracks)
- ☐ Extra bobbins included? ☐ Yes ☐ No

Issues noted:_____

Final Intake Status

- ☐ Ready for distribution
- ☐ Needs minor repair
- ☐ Parts only/not functional

Known problems:_____

Checked by (name): _____Signature: _____Date: _____

Thank you for helping Midwest Mission equip communities through your donation.