

## Sewing Room Monitor Duties

Sewing room hours: Monday-Friday 9 a.m. - noon and 1-4 p.m. (Summer hours: 9 - noon)  
Monitor Training Coordinator: Lue Satterfield 825-4709

In order to remain on the active list, monitors are asked to serve at least one session within a three-month period. If you sign up and cannot monitor your scheduled shift, please find your own substitute. The current monitor list is in the red notebook on the sewing room counter.

### Opening the Sewing Room

1. Use the key pad or the key lock box to open the sewing room door.
2. Sign in on the monitor list so your service can be recorded and on the daily use log.
3. Turn on the lights. Turn on and adjust thermostat if necessary. (Note: fan should be set to "auto")
4. Place your name plate in the "Monitor on Duty" sign by the door.
5. Always check the monitor/member notebook and the desk area for notices regarding changes in policy/training, dates/events, etc.

### Shift Duties

1. Greet all sewers and remind them to sign in. Introduce yourself as the monitor.
2. If you do not know the person, check the member notebook to be sure that they have paid their dues (are current Thimblelena club members).
3. If not a member, explain the club membership and dues procedure. Dues are \$10 for each calendar year. Dues receipt pad is on the counter and the inside cover of the pad indicates what information should be on the receipt. Be sure to write "Thimblelena dues", the year, the member's phone number, association number, and email address. Sign the receipt yourself. Place the money and the white copy into a plain envelope and put the envelope into the Treasurer locker slot in the closet. The carbon copy should be given to the paying member.
4. All new members must take room orientation and machine training before they are allowed to use the machines. Monthly orientation dates are located on the sewing room door. Members must phone the current orientation chairperson to schedule an orientation/training session.
5. Be aware of the use of machines by members. It is your responsibility to check that members have had the training to use each of the machines, that members do not abuse machines, and that members clean up their own workspaces.  
Answer general questions regarding machine use. Most problems can be solved by referring to the manual. If there is a problem with a machine, record the date, nature of the problem, and resolution in the Monitor notebook. Machines are numbered 1-9, and sergers lettered A-D and each has a log page. **EVERY PROBLEM SHOULD BE LOGGED WHETHER OR NOT IT IS RESOLVED.** If the problem persists or cannot be solved, leave a note on the machine and phone a club president to report it.
6. Monitors should make sure that types of fabric are appropriate for serger use. If a serger becomes unthreaded or if there is a problem, phone the person whose name is written on the board as being serger threader. Log the problem in the Monitor notebook and leave a note on the serger.
7. Some of the cabinets and closets are designated for group use (i.e. Casa, Seniors for Kids, etc.) Generally, members do not need to be in these areas.
8. Encourage all users to properly clean their machine, using a Q-tip to clean lint out of the bobbin case and from under the throat plate.
9. Encourage users to police their floor area for pins and to use one of the hand vacs to clean around their workspace.

### Closing the Sewing Room

1. Be certain all machines have been turned off and covered with dust covers.
2. Unplug irons, check the floor for pins and vacuum as necessary, empty dust busters. (Clean filters if necessary), empty individual waste containers into the large waste container by the door. Maintenance empties only this large container.
3. Straighten Thimblelena cabinet and bobbin/tool boxes on the sewing tables.
4. Turn off the thermostat, but leave fan on "auto".
5. No one should remain in the room after the monitor leaves, other than another monitor who has signed in and who will take responsibility for the room.
6. **LOCK THE DOOR.** Be sure to pull the door securely and check by turning the handle and pulling on the door.