

**THIMBLELENAS
SUN CITY VISTOSO
SEWING ROOM GUIDE**

Revised 2010-04-10

GENERAL INFORMATION:

1. The room is kept locked when not in use. Use of the room and equipment requires an orientation class. Normal room hours are Monday through Friday, 9 AM-Noon, and 1PM - 4PM, when supervised by a Sewing Room Monitor who has opened the room.
2. A two hour orientation session is imperative for first time users. Dates and times for orientation sessions and future classes are posted on the bulletin board in the sewing room and are usually published in the Tipster.
3. Annual dues are \$10.00 (effective January 2007) for each calendar year. Under SCVCAI guidelines, clubs are advised to establish a dues structure adequate to accumulate funds for the purchase of expendable and replacement items.
4. Sign the pad each time you use the room.
5. The storage cabinets are labeled for the appropriate group's use. For example, Thimblelenas cabinet contains items ALL members are welcome to use. Scissors, pins, needles, bobbins, and other similar items are for in room use only. Members are also welcome to use donated fabrics. In cabinets labeled Free under the counter, or buttons, bias tape, zippers, etc. from the Thimblelenas cabinet. However, please respect those other cabinets with Group Names, and also the fabrics in the back room. They are ALL SPOKEN FOR!
6. One iron and ironing board are for crafts only. Even so, you may want to cover your project to keep glue off the iron. The iron and ironing board for clean pressing are closest to the cutting board.
7. Members are encouraged to volunteer as Room Monitors. Please contact Patti Phillips if you wish to become a monitor. The Monitor's Calendar is located on the counter near the sign-in clipboard.
8. The Thimblelenas Rules and Regulation AND Safety Rules are Posted.

PFAFF SEWING MACHINES:

1. We have eight Pfaff Sewing Machines (model 1529) and one Viking Rose Embroidery Machine. You must have training to use any of the machines.
2. There are manuals in the pockets of the hard covers of the Pfaff machines.
3. When not in use, all sewing machines are turned *completely off*, a scrap of fabric may be placed under the lowered presser foot and machines are covered.
4. **Please REMOVE all pins BEFORE sewing.** Some machines glide over pins but these machines do not sew over pins!!!
5. Guidelines for suitable needle sizes are posted on inside door of the Thimblelena cabinet. If you need to sew heavy fabric, please insert a heavy duty needle and change back to regular needle when you finish (#12).
6. **If you bend a needle, please replace it with a new one from the box on the table or the cabinet. A bent needle is sometimes difficult for the next user to detect. Throw old needle away in the lined wastebasket near the door.**
7. If you think a machine isn't working properly, please write a note describing the problem. (Paper is at the sign-in area) Put your name, phone number, and date on the note. Attach note to machine cover where it is visible.
8. Pfaff bobbins may be left in the machine and extra bobbins are in a box on the table. Each machine has a box of additional presser feet, seam ripper, screw driver, etc. in the accessory box. Be sure bobbins spin clockwise, i.e. from one o'clock to 2 o'clock.
9. Please use regular sewing thread, such as Dual Duty. Our Dual Duty is on large spools and stands behind the machine in a special device to feed the thread into the machine. Note: There are separate shelves for sewing machine thread and the Maxi Lock thread for the Sergers. Look inside the spool if you are unsure which is which.
10. Pfaff supplies are in an accessory box located with each machine. Our model of Pfaff is equipped with a built in walking foot. If you desire to sew other than a straight line, the walking foot is released and a non straight line can be accomplished. This will be taught in your orientation class.
11. Be sure to return machine to basic, normal settings before you clean and close.

12. IF YOU FORGET HOW TO DO SOMETHING. IT'S OK. JUST BE SURE TO GET OUT THE MANUAL AND LOOK IT UP BEFORE STARTING TO SEW.

VIKING SERGER- HUSKY #905 (Purchased by SCVCAI 10-09-07)

ALL USERS MUST BE TRAINED ON THIS MODEL!

CHECK BEFORE SEWING:

1. ALL TENSION DIALS, STITCH LENGTH and DIFFERENTIAL DIALS are set to N [normal]. **ALL 9!**
2. Remove pins!
3. Is there a 2 inch tail with all 4 threads intertwined?
4. Close trap door before stepping on foot pedal. Open door makes machine inoperable!
5. Lower pressure foot lever at top right. [Fabric will be placed right up to front edge to sew.]

WHEN SERGING:

1. Serge **SLOWLY!** Machine will help you avoid "jack rabbit starts" as it will power up a bit slowly, but be aware it **WILL** speed up! Do not manually switch to FAST!
2. Test stitch on fabric scrap.
3. Guide fabric with hands; do not pull fabric through.
4. Do not attempt right angle turns.
5. MOST fabrics can be serged with the exception of sequined fabric.
6. We use #12 needles [sharp or universal]. You may want to temporarily switch to a heavy duty or ball point needle. Ask for help!
7. FREE ARM: Open trap door, then push free-arm piece to left to remove. To replace, slide back on.
8. DIFFERENTIAL is on right. Only adjust **IF** seam is wavy.
9. LEAVE A 2 INCH TAIL! AT LEAST!

CLEANING:

1. DO NOT USE CANNED AIR !
2. USE BRUSH and/or MINI VACS at least every 30 minutes, and MORE if using fleece, terry, corduroy, shiny costume fabric, etc.

NOTE:

1. If you are trying on a new thread, raising the pressure foot lever is the same as 0 tension in all 4 dials, therefore it is easy to pull thread through. [If the tensions had been good before this, it may not be necessary to refloss.]
2. Scrap bag slides onto feet under machine. Push net up to empty.
3. **IF** it is ever necessary for you to turn the hand wheel, turn it forward i.e. up and over from back to front like a crashing ocean wave.
4. BOTH needles on all sergers will be replaced by serger monitor twice a month.
5. **IF ANYTHING GOES WRONG, CALL THE SERGER MONITOR!**

CLEAN UP:

Please leave the room neat for the benefit of other sewers and for visitors viewing our facilities. Dust busters are located near the sink and near the ironing boards. Please clean the filters but do not throw them out. Magnets are in the cabinet for picking up pins.

A vacuum cleaner is located in the back dressing room.

HAPPY SEWING!

REMEMBER -

IF YOU FORGET HOW TO DO SOMETHING, IT'S OK. JUST BE SURE TO GET OUT THE MANUAL AND LOOK IT UP BEFORE STARTING TO SEW.