

Holiday Let Changeover Checklist

Run the same changeover every time, and catch damage before the next guest arrives and it becomes untraceable.

A changeover checklist for a holiday let or short-term rental — the pass between one guest leaving and the next arriving.

Property	Changeover date	Cleaner

CHECK FOR DAMAGE AND REPORT

☐ Walk every room before cleaning starts and photograph anything damaged	
☐ Check inventory against the list — note anything missing	
☐ Check for unreported spills, burns or stains	

KITCHEN

☐ Fridge emptied, wiped, left on	
☐ Oven, hob and extractor cleaned	
☐ Dishwasher emptied, filter checked, run empty	
☐ Crockery and glassware counted and clean	
☐ Bin emptied and liner replaced	
☐ Consumables restocked	

BATHROOMS

☐ Toilets, showers and basins cleaned and descaled	
☐ Fresh towels laid out and counted	
☐ Consumables restocked	
☐ Extractor fan clear and working	
☐ Drains running freely	

BEDROOMS AND LIVING

- ☐ Beds stripped and remade with fresh linen
- ☐ Mattress protectors checked
- ☐ Under beds and behind furniture checked for belongings
- ☐ Surfaces dusted, floors vacuumed and washed
- ☐ Remote controls present with working batteries

BEFORE YOU LOCK UP

- ☐ Heating set to changeover setting
- ☐ All windows closed and locked
- ☐ Keys and key safe code checked
- ☐ Welcome information present and correct
- ☐ Lights off, appliances off, doors locked
- ☐ Photograph each room as left

Left for the owner's attention

Notes and anything specific to yours