

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