ZAVQERA

Airbnb and holiday rental turnover cleaning checklist

Who it is for: Hosts, co-hosts, cleaning teams and property managers of short-stay rentals.
When to run it: Between every check-out and the next check-in.

Between two guests there are a few hours and a long list. A missed towel or a stain on the sofa becomes a poor review; a broken item nobody reported becomes an argument about the deposit.

The checklist

- [ ] 1. Check for damage and left items on arrival
  Walk through before cleaning and photograph anything broken, stained or left behind.
  Keep as proof: Photos of any damage or left items, or a note that there were none.
  Done by: _____ Date: _____
- [ ] 2. Strip the beds and start the laundry
  Sheets, duvet covers, pillowcases and towels, washed hot enough for your linen.
  Keep as proof: The number of sets taken to the laundry.
  Done by: _____ Date: _____
- [ ] 3. Make the beds with fresh linen
  Check mattress protectors and pillows for stains before making up.
  Keep as proof: A photo of each made bed.
  Done by: _____ Date: _____
- [ ] 4. Clean the bathroom
  Toilet, shower or bath, sink, mirror, floor and drains, with fresh towels set out.
  Keep as proof: A photo of the bathroom.
  Done by: _____ Date: _____
- [ ] 5. Clean the kitchen
  Surfaces, hob, microwave, fridge emptied and wiped, dishes washed and put away.
  Keep as proof: A photo of the kitchen and the open fridge.
  Done by: _____ Date: _____
- [ ] 6. Dust, vacuum and mop every room
  Including under the beds and sofa, window sills and light switches.
  Keep as proof: Who cleaned, and the time it took.
  Done by: _____ Date: _____
- [ ] 7. Restock the supplies
  Toilet paper, soap, shampoo, coffee, tea, bin bags and cleaning products.
  Keep as proof: What was restocked, and what is running low.
  Done by: _____ Date: _____
- [ ] 8. Empty the bins and take out the recycling
  Every bin, sorted as your building or area asks.
  Keep as proof: Initials and the time.
  Done by: _____ Date: _____

☐ 9. Take final photos of every room

The same angles every time, so changes are easy to see.

Keep as proof: A link to the folder of final photos.

Done by: _____ Date: _____

☐ 10. Report to the host

Done, any problems, anything to repair or buy before the next guest.

Keep as proof: The message sent to the host, or a note of what was reported.

Done by: _____ Date: _____