

Vacation rental turnover checklist

56 room-by-room and recurring tasks, ready to print

Clean, inspect and prepare the property between stays with one shared sequence.

56 tasks

10 sections

3 languages

Property

Date

Operator

Start

Finish

Validation

Details written on this PDF remain on your copy.

Use it in 4 steps

- 1 Enter the property, date and person responsible.
- 2 Adapt tasks to the property standard and its surfaces.
- 3 Tick every applicable point during the turnover.
- 4 Record exceptions, validate and share only useful information.

Before using this checklist

Follow product instructions, surface guidance, dosage, contact times, protective-equipment requirements and local rules. Report hazards instead of improvising.



PROPERTY

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FINISH

Before you start

EVERY TURNOVER · BEFORE CLEANING



01 Read the turnover brief

Check departure, next arrival, special requests and access instructions.



02 Ventilate and secure the property

Open up without creating unsupervised access for people or animals.



03 Secure lost property

Photograph, label and store items under the return procedure.



04 Document the initial condition

Photograph damage, stains, breakage or missing items before work begins.



05 Prepare products and protection

Follow surface guidance, dilution, contact time and protective-equipment rules.

Linen and beds

EVERY TURNOVER



06 Remove all used linen

Collect sheets, covers, cases, towels, bath mats and tea towels.



07 Identify and pre-treat stains

Separate damaged textiles and never hide a stain beneath clean linen.



08 Sort and run suitable wash cycles

Separate colours, temperatures and fabrics according to care labels.



09 Inspect mattresses and protectors

Check smell, damp, hair, stains, seams and mattress covers.



10 Make beds without creases

Use the correct sizes and present pillows and duvets consistently.



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Kitchen

EVERY TURNOVER



11 Wash and put away all dishes

Check cleanliness, dryness, breakage and quantity before storage.



12 Empty and clean the refrigerator

Remove abandoned food under house rules; wipe seals and shelves.



13 Clean the oven and microwave

Treat splashes, turntable, racks, doors and handles.



14 Clean the coffee maker and kettle

Empty water, grounds and capsules; rinse removable parts.



15 Clean counters and the sink

Degrease, rinse, dry and polish the taps.



16 Wipe fronts and touchpoints

Include handles, controls, switches, table and chairs.



17 Empty and wash the bins

Separate waste, clean containers and fit fresh liners.



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Bathroom and toilet

EVERY TURNOVER



18

Ventilate and check moisture

Inspect ventilation, grout, ceiling and possible mould marks.



19

Clean the shower or bath

Leave screens, tray, drain, curtain and niches free of residue.



20

Descalcify the taps

Respect the material, then rinse and dry to prevent marks.



21

Clean and disinfect the toilet

Include bowl, seat, flush, base, brush and rear area.



22

Clean the basin and mirror

Remove soap, hair, fingerprints and splashes.



23

Set out clean bathroom linen

Count each item and present it without floor contact.



24

Restock bathroom essentials

Replenish paper, soap and consumables to the property standard.



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Bedrooms

EVERY TURNOVER



25 Dust from high to low

Cover lights, headboards, bedside tables, skirting and visible surfaces.



26 Clean touchpoints

Include handles, switches, accessible sockets and controls.



27 Inspect guest storage

Remove lost items, hair and dust from drawers and wardrobes.



28 Clean visible glass and mirrors

Remove fingerprints; check curtains, blinds and blackout coverage.



29 Finish the bed presentation

Align linen, pillows and bedside tables with reference photos.

Living, dining and entrance

EVERY TURNOVER



30 Dust furniture and décor

Work from high to low without changing the reference layout.



31 Inspect sofas and chairs

Remove crumbs and hair, check stains and reset cushions.



32 Clean controls and electronics

Include remotes, screens per instructions, switches and handles.



33 Clean mirrors and glass surfaces

Remove marks visible in natural light.



34 Reset the welcome layout

Align furniture, house guide, Wi-Fi details and guest information.



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Floors and outdoor areas

EVERY TURNOVER

☐

35 Vacuum every floor

Cover edges, skirting, accessible areas underneath and behind doors.

☐

36 Mop with a suitable product

Work from the back toward the exit without soaking surfaces.

☐

37 Clean the entrance

Include mat, threshold, door, bell and marks on nearby walls.

☐

38 Inspect the balcony or terrace

Remove waste, wipe furniture, and check drainage and safety.

☐

39 Check the route to the property

Report dirt, obstacles, failed lighting or unusual access.

Supplies and maintenance

EVERY TURNOVER

☐

40 Count consumable supplies

Compare paper, soap, coffee and products with defined minimums.

☐

41 Restock without overfilling

Use standard quantities and first-in, first-out rotation.

☐

42 Test lighting and batteries

Check lamps, remotes and visible detectors; report any warning.

☐

43 Test Wi-Fi, heating and hot water

Run a brief check without permanently changing settings.

☐

44 Create an actionable maintenance report

Add a photo, room, urgency and precise description.



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Deep cleaning

WEEKLY OR MONTHLY · BASED ON USE



45

Dust high-level areas

Cover cupboard tops, frames, grilles, lights and air vents.



46

Clean under and behind furniture

Move only items that can be shifted without risk or damage.



47

Wash windows, frames and tracks

Set frequency by weather, marks and occupancy.



48

Descale small appliances

Follow instructions for coffee makers, kettles and other equipment.



49

Clean filters and extractors

Service hood, ventilation and washable filters as recommended.



50

Audit inventory and expiry dates

Check dishes, linen, opened products and use-by dates.



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Final inspection and close-out

EVERY TURNOVER · BEFORE LEAVING



51 Inspect room by room

Check cleanliness, smell, hair, marks and visual consistency.



52 Test essential guest services

Check Wi-Fi, main lights, hot water and access under the protocol.



53 Secure windows and access

Check doors, required blinds and that no key remains inside.



54 Take completion photos

Use consistent angles and include every unresolved issue.



55 Set the arrival atmosphere

Standardise temperature, lighting, neutral smell and presentation.



56 Record finish, sign-off and incidents

Pass on only useful information before the next arrival.

Need the complete system?

Explore the CHF 14.90 trilingual pack: detailed procedures, quality checks, and inventory, linen and maintenance tracking. One-time purchase on the pack page.

Purchase link: hostkit.ch/en/short-term-rental-cleaning-checklist