

Cleaning schedule for short-term rental turnovers

Connect every checkout to a time window, owner, backup and final sign-off.

One row per booking · replace the example row · record only useful operational details.

Same-day turnover example

- 1 Checkout 10:00
- 2 Cleaning 10:30–15:00
- 3 Final check 15:15
- 4 Check-in 16:00

Overview

0 Turnovers entered

0 Validated

0 Incidents

Property	Checkout	Cleaning start	Cleaning end	Next check-in	Cleaning window (h)	Cleaner	Backup	Laundry / restock	Final check	Check time	Status	Incident / notes	Alert
EXAMPLE - Apartment 1	10:00	10:30	15:00	16:00	6.0 h	Camille	Alex	Ready	Manager	15:15	Planned		Window OK

Recurring work that must not disappear between turnovers

Schedule work that does not happen during every guest stay separately.

Cadence	Property	Area	Action	Owner	Last completed	Interval (days)	Next due	Status
Weekly		Linen and supplies	Count clean linen and consumable supplies			7		To plan
Weekly		Maintenance	Review open incidents and urgent actions			7		To plan
Monthly		Windows	Clean windows, frames and tracks based on exposure			30		To plan
Monthly		Furniture	Clean under and behind accessible furniture			30		To plan
Monthly		Appliances	Descale appliances, taps and shower heads			30		To plan
Monthly		Ventilation	Clean filters, hood and extractors			30		To plan
Quarterly		Textiles	Deep-clean sofa, curtains and other textiles			90		To plan
Quarterly		Inventory	Audit quantities, damage and expiry dates			90		To plan
Quarterly		Safety and standard	Check equipment, access and reference photos			90		To plan

Protect tight turnovers

- Under 4 h** Urgent: confirm access, laundry and backup before checkout.
- 4 to 6 h** Set the cleaning deadline and protect time for final sign-off.
- Over 6 h** Keep an owner, validation and an explicit buffer.

Booking → controlled intervention

1. Record checkout and next check-in.
2. Assign an owner and backup.
3. Separate cleaning, laundry and sign-off.
4. Validate or report an incident.

Get the HostKit purchase link - CHF 14.90

<https://hostkit.ch/en/short-term-rental-cleaning-schedule/>