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TURNOVER CHECKLIST

PROPERTY	GUEST OUT / NEXT GUEST IN	CLEANER	TIME

KITCHEN

- ❑ Dishes washed and put away
- ❑ Fridge emptied and wiped
- ❑ Oven, microwave, stovetop
- ❑ Coffee maker emptied
- ❑ Counters, sink, floor
- ❑ Trash and recycling out

LIVING AREAS AND OUTSIDE

- ❑ Sofa cushions, throws tidy
- ❑ Remote controls wiped
- ❑ Deck / patio swept
- ❑ Grill cleaned
- ❑ Hot tub checked

FINAL CHECK

- ❑ Lights and A/C set
- ❑ Windows locked
- ❑ Welcome note and sheet out
- ❑ Photos taken for the host
- ❑ Lock code changed

BATHROOMS

- ❑ Toilet, shower, sink, mirror
- ❑ Fresh towels set out
- ❑ Hair removed from drains
- ❑ Floor mopped

BEDROOMS

- ❑ Beds stripped and remade
- ❑ Under beds and in drawers checked
- ❑ Surfaces dusted
- ❑ Floors vacuumed

RESTOCK

- ❑ Toilet paper and tissues
- ❑ Soap, shampoo, body wash
- ❑ Dish soap, sponges, trash bags
- ❑ Coffee, tea, salt, oil
- ❑ Paper towels

DAMAGE, MISSING ITEMS, MAINTENANCE NEEDED (WITH PHOTOS)