

Short-Term Rental Turnover Checklist

The sequence from checkout to check-in, in an order that does not undo the step before it, with a log to repeat for every stay.



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The turnover sequence, checkout to check-in

A turnover is a sequence, not a single wipe-down. Each step sets up the next, so nothing has to be redone.

- ☐ Strip and inspect: remove all bedding and towels, check the property for damage or left-behind items, and note anything the host needs to know before the next guest arrives.
- ☐ Launder and restock: put the linens into a high-heat wash while you restock toilet paper, soap, shampoo, coffee and any welcome items the host provides.
- ☐ Clean top to bottom: wipe hard surfaces, sanitize the bathrooms and kitchen, and vacuum and mop the floors, working from the highest surfaces down to the floor.
- ☐ Final quality walkthrough: check mirrors, glass, high-touch points and towel presentation, so the property looks staged rather than just cleaned.

Rapid turnover log

Repeat for every stay. Sign off each step when it is done.

TASK	CHECKOUT DATE	CLEANER	INITIALS
Step 1. Conduct an immediate post-checkout property audit: inspect for guest damages, left-behind items or maintenance issues.			
Step 2. Strip all bedding and bath liners for high-heat laundering, and replace them with fresh, sanitized linen sets.			
Step 3. Disinfect all high-touch surfaces, remote controls and door handles.			
Step 4. HEPA vacuum carpets and damp mop hard floors, to eliminate hair, dust and tracked-in outdoor dirt.			
Step 5. Perform the final quality walkthrough and restock amenities: toilet paper, soaps and guest welcome kits ready.			

Restock and linen

Laundry and supplies should never delay the next check-in.

- ☐ Wash sheets and towels at high heat to eliminate dust mites and bacteria, then fold them so they are ready for the next guest.
- ☐ Keep a backup set of linens: two full sets of bedding and towels mean laundry never delays the next check-in.
- ☐ Restock toilet paper, soap, shampoo, coffee and any welcome items.
- ☐ Keep a supplies box on site, with spare toilet paper, soap and cleaning basics.
- ☐ Arrange crisp, fresh towel folds in the bathroom.

What guests notice most

Cleanliness comments come from the small details a guest touches and sees. Check each before the next arrival.

- ☐ Fresh linens and towels: a wrinkle-free set signals that the property is cared for.
- ☐ The bathroom: shower glass, fixtures and the toilet are the highest-scrutiny areas in any rental, so check for soap scum and water spots.
- ☐ The kitchen: stovetops, sinks and appliance handles. Degrease the stovetop and wipe the refrigerator interior.
- ☐ High-touch points: light switches, remote controls, door handles and thermostats.
- ☐ The entryway: a clean entry mat, a tidy boot area and streak-free door glass.
- ☐ Overall smell: a subtle, clean smell wins every time. Heavy artificial fragrances can be off-putting.

Preparing your rental

Ten minutes of prep before the crew arrives saves time on the day.

- ☐ Secure fragile and sentimental items, and lock away valuables and personal documents.
- ☐ Provide clear access to every room, closet and lockbox, with no missing key or code.
- ☐ Leave a quick note for problem areas that need extra attention.
- ☐ Check smoke and CO detectors, and change batteries on a regular schedule.
- ☐ Agree on a communication channel, such as a shared photo log, a group chat or a simple email, for damage reports and notes.
- ☐ Write down check-in time, linen turnover, damage notes, entry condition, kitchen and washroom details, and who approves exceptions.

Building a reliable turnover schedule

Short-term rentals run on a calendar, and your cleaning schedule should match it.

- ☐ Book a standing turnover window if your listing turns over on the same days each week.
- ☐ Plan around peak season: festivals, holidays and major events deserve extra capacity and earlier bookings.
- ☐ Do a weekly deeper pass that covers windows, vents and the spots guests rarely touch but sometimes notice.