Cleaning checklist – holiday let / vacation rental

Property: [address] · Guest out: [date, time] · Next guest in: [date, time] · Cleaner: [name]

Before you start

☐ Open the windows, strip the beds, start the first wash

☐ Walk through every room: anything broken, stained or missing? Photo it now

Kitchen

☐ Dishes washed, put away and counted (glasses, mugs)

☐ Fridge emptied and wiped, oven, hob (stovetop), microwave

☐ Bins and trash emptied, new bags

Bathroom

☐ Shower, basin, toilet, mirror

☐ Towels and bath mat changed, checked for stains

☐ Drains clear of hair

Bedrooms and living room

☐ Bed linen changed, mattress protector checked

☐ Dusted, floors vacuumed and mopped

☐ Remote, chargers and hairdryer in their place

Restock

☐ Toilet paper, hand soap, shampoo, shower gel

☐ Coffee, tea, sugar, a bottle of water

☐ Dish soap, sponge, trash bags

Before you lock up

☐ One photo of each room, date showing

☐ Damage or missing items noted on the inventory and sent to the host today

Inventory – [property name]

Condition: **G** good — **W** worn — **D** damaged — **M** missing

Room and item	Qty	Guest in	Guest out	Notes
Entrance				
Keys, fobs				
Kitchen				
Plates				
Glasses				
Mugs				
Cutlery				
Pans				
Coffee machine, kettle				
Fridge, oven, hob (stovetop)				
Living room				
Sofa				
Table, chairs				
TV, remote				
Bedroom				
Bed, mattress, protector				
Pillows, duvet				
Bed linen				
Bathroom				
Towels, bath mat				
Hairdryer				
Other				
Iron, vacuum				
Phone chargers				
[other]				