

Holiday Home Changeover Checklist

Requirement	Check
Check that your holiday home insurance still valid.	
Empty bins, put in new bin liners.	
Collect all bedding, towels, bath mats, tea towels and dish cloths for the laundry.	
Empty the fridge, discarding any remaining food. Wipe the inside with antibacterial spray.	
Check the oven is empty. Wipe the insides with oven cleaner.	
Check the microwave is empty. Take out, wash and dry the microwave plate.	
Shake the toaster tray out into the sink. (This one often gets forgotten!)	
Wash up any dirty utensils, crockery, cutlery and replace in the drawers and cupboards.	
Wipe all kitchen surfaces with antibacterial spray.	
Spray floor cleaning liquid on the kitchen floor and mop thoroughly with clean hot water.	
Wipe all bathroom surfaces with antibacterial spray.	
Clean shower with lime scale remover and then antibacterial spray. Rinse thoroughly.	
Clean toilet with disinfectant.	
Dust all surfaces including the skirting boards in sitting areas and bedrooms, and window blinds.	
Check inside all the wardrobes, drawers and cupboards to make sure no items have been left behind. If there are a few forgotten items, remove them and contact the previous guests for retrieval arrangements later.	
Wipe the doors and window frames if there are any marks or grease.	

Vacuum throughout the property, across all carpets and hard surface floors. Move furniture to vacuum underneath in all rooms. (You'd be amazed where people look for dust!)	
Make the beds with fresh linens, and replace towels, tea towels and dishcloths with new ones.	
Check that the outside of the property looks neat and tidy. Mow the lawn, weed the flowerbeds, and sweep the porch to remove leaves or rubbish.	
Check that smoke detectors, torches and remote controls have working batteries, and replace if necessary.	
Check that the fire extinguishers and fire blanket are all still in the property and haven't been tampered with.	
Check that all the lights have working light bulbs, and replace as necessary.	
Check the inventory list and note down any items that are missing from the property. Make a note to charge the last guests for any missing or broken items.	
Check that the Guest book is still in the property and in good condition. Note down any comments that need to be followed up.	
Check that your property information and local information leaflets are still in the property and are not in need of swapping for cleaner or newer editions.	
Don't forget to include emergency telephone contact details for a plumber, electrician, yourself and the local police station.	
Check that the keys that have been returned work in the doors. Arrange for the keys to be in the agreed place for collection by your next guests.	
Put a welcome pack of food in the kitchen: bread, butter, milk, jam, biscuits, tea bags, coffee and sugar.	
Arrange a fruit basket, a floral display, some chocolates or a bottle of wine for the ultimate WOW factor for your arriving guests!	

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