

Short-Term Rental Turnover & Restock Checklist

Date _____ Unit _____ Check-out _____

Next check-in _____

Cleaner _____

1 Walk through first (before cleaning)

- ☐ Deal with any urgent safety hazard first
- ☐ Photograph each room as you found it
- ☐ Note anything damaged, missing or left behind (log on page 2)
- ☐ Check the trash, fridge and dishwasher for what guests left

2 Bedrooms

- ☐ Strip all beds; check mattress protectors and pillows for stains
- ☐ Fresh linens on every bed; spare set in the closet
- ☐ Dust surfaces, lamps and headboards; check under beds
- ☐ Empty drawers and closets; hangers back in place

3 Bathrooms

- ☐ Clean and disinfect toilet, sink, shower and tub
- ☐ Clear hair from drains; wipe mirrors and fixtures
- ☐ Fresh towels set out: ____ bath ____ hand ____ washcloths
- ☐ Refill soap, shampoo, conditioner; at least 2 spare toilet rolls

4 Kitchen

- ☐ Run and empty the dishwasher; put everything back in its place
- ☐ Wipe counters, stovetop, microwave inside and out
- ☐ Clear the fridge of guest food; wipe shelves
- ☐ Check coffee, tea, salt, pepper, oil, dish soap, sponges

5 Living areas

- ☐ Vacuum and mop all floors, including under furniture
- ☐ Wipe remotes, light switches and door handles
- ☐ Reset furniture, cushions and throws to your listing photos
- ☐ Check the Wi-Fi works; house manual and guest book in place

6 Safety check

- ☐ Test smoke and CO alarms (follow the manufacturer's instructions; check replacement dates)
- ☐ Fire extinguisher accessible, charged, pin and seal intact
- ☐ First-aid kit stocked
- ☐ Exterior lights work; walkways clear
- ☐ Fix any safety problem before the next check-in

Checked by (initials) _____

7 Close out

- ☐ Thermostat at your between-stays setting
- ☐ Windows and doors locked; door code changed if you use codes
- ☐ Photograph each room again, finished
- ☐ Message your co-host or next guest about anything that needs follow-up

Cleaning safety: follow each product's label for gloves, ventilation and contact time. Never mix cleaning products.

Short-Term Rental Turnover & Restock Checklist

Restock tracker

Set a par level once; count what is on hand each turnover.

Item	Par level	On hand	Reorder?
Toilet paper			☐
Paper towels			☐
Trash bags			☐
Dish soap			☐
Dishwasher tabs			☐
Laundry detergent			☐
Hand soap			☐
Shampoo			☐
Conditioner			☐
Body wash			☐
Coffee			☐
Tea			☐
Sugar			☐
Sponges			☐
Light bulbs			☐
Batteries (alarms, remotes)			☐
			☐
			☐
			☐
			☐
			☐

Damage, missing and left-behind log

Date	Room	What	Photo taken?	Action / reported to
			Y ☐ N ☐	
			Y ☐ N ☐	
			Y ☐ N ☐	
			Y ☐ N ☐	
			Y ☐ N ☐	
			Y ☐ N ☐	
			Y ☐ N ☐	
			Y ☐ N ☐	