KEY & PALM / HOST STUDIO

Vacation Rental Turnover Checklist

Property: _____ Date: _____ Next arrival: _____

Cleaner: _____ Inspector: _____

BEFORE STARTING

[ ] Confirm checkout and next arrival schedule

[ ] Review guest-reported issues and property notes

[ ] Confirm access, assignments and required supplies

INITIAL INSPECTION

[ ] Check visible damage, leaks and hazards

[ ] Check doors, windows and locks

[ ] Log issues requiring qualified maintenance

BEDROOMS & LIVING AREAS

[ ] Replace linens; inspect pillows and protectors

[ ] Clean high-touch surfaces and dust

[ ] Clean floors; inspect lighting and remotes

BATHROOMS

[ ] Clean and disinfect fixtures per product directions

[ ] Replace towels and consumables

[ ] Check drainage, leaks, odors and floors

KITCHEN

[ ] Clean counters, sink and appliance surfaces

[ ] Inspect dishes, cookware and refrigerator

[ ] Remove waste; restock essentials

OUTDOOR / PROPERTY-SPECIFIC

[ ] Check walkways and guest-facing outdoor areas

[ ] Log specialist maintenance needs

[ ] Complete property-specific amenity checks

FINAL QUALITY CHECK

[ ] Check entry access and guest-facing essentials

[ ] Compare presentation with listing expectations

[ ] Log and escalate unresolved issues

[ ] Confirm arrival readiness only when safe

Issues / supplies to reorder:

_____

_____

Completed: _____ Final inspection: _____ Escalation owner: _____

General operational template. Adapt to your property and applicable safety and local requirements.