

Holiday Let Changeover Checklist

A holiday let and short-term let changeover checklist: each room as a space with cleaning, linen, damage and photos, fire safety checks, keys and access, consumables and the welcome pack, ready for the next guests.

1. Changeover

Project

Client

Site *

Site address

Changeover date *

Time

Cleaner or team *

Departing booking

Arriving booking

Next guests arrive

2. Rooms

Rooms (copy this block for each one)

Room *

Done (tick all that apply)

- ☐ Beds made with fresh linen
- ☐ Towels replaced
- ☐ Surfaces and dusting
- ☐ Floors
- ☐ Bathroom cleaned
- ☐ Kitchen and appliances cleaned
- ☐ Bins emptied
- ☐ Windows and mirrors

Damage or missing items?

☐ Yes ☐ No

What (if applicable)

Photos (photos: attach, or note the file names)

Rooms with damage or missing items (worked out automatically in the app)

3. Safety, keys and supplies

Fire safety checks * (tick all that apply)

- ☐ Smoke and heat alarms tested
- ☐ CO alarm tested
- ☐ Escape routes clear
- ☐ Exit doors open easily
- ☐ Fire doors close fully on their closers
- ☐ Emergency lights or torches work
- ☐ Fire blanket in place
- ☐ Fire safety notice in place

In England, the Regulatory Reform (Fire Safety) Order 2005 applies when you charge someone to stay and the property is not occupied as a private dwelling, even for one night. The GOV.UK guide for small paying guest accommodation says that in self-catering lets the weekly and monthly fire safety checks, such as testing smoke and heat alarms, should be done at each change of occupancy, and a record kept.

Keys returned or key safe code changed?

☐ Yes ☐ No

Restocked (tick all that apply)

- ☐ Toilet paper
- ☐ Soap and toiletries
- ☐ Tea, coffee and milk
- ☐ Cleaning products
- ☐ Bin bags
- ☐ Welcome pack
- ☐ Nothing needed

Lost property found?

☐ Yes ☐ No

Walk Cam: changeover walk-round

Walk Cam video walk-through: available in the SiteSurvey app only.

Item and where it is kept (if applicable)**Ready for the next guests? *** (choose one)

☐ Ready ☐ Ready with notes ☐ Not ready

Notes for the host (if applicable)

Completed by *

Signature