

Holiday Let Inventory Checklist

Room-by-room holiday let inventory checklist

Kitchen and dining area



- | | |
|---|--|
| <input type="checkbox"/> Fridge and freezer | <input type="checkbox"/> Dining table and chairs |
| <input type="checkbox"/> Children's highchair | <input type="checkbox"/> Oven, hob, and extractor |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Kettle |
| <input type="checkbox"/> Toaster | <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> Coffee machine, cafetière or similar | <input type="checkbox"/> Bins and recycling |
| <input type="checkbox"/> Saucepans | <input type="checkbox"/> Frying pans |
| <input type="checkbox"/> Baking trays | <input type="checkbox"/> Ovenproof dish |
| <input type="checkbox"/> Mixing bowls | <input type="checkbox"/> Colander/sieve |
| <input type="checkbox"/> Measuring jug | <input type="checkbox"/> Measuring spoons |
| <input type="checkbox"/> Chopping boards | <input type="checkbox"/> Kitchen knives |
| <input type="checkbox"/> Peeler | <input type="checkbox"/> Grater |
| <input type="checkbox"/> Tin opener | <input type="checkbox"/> Corkscrew and bottle opener |
| <input type="checkbox"/> Kitchen scissors | <input type="checkbox"/> Utensils |
| <input type="checkbox"/> Oven gloves | <input type="checkbox"/> Cutlery, plates & bowls |
| <input type="checkbox"/> Mugs and glasses | <input type="checkbox"/> Coasters and table mats |
| <input type="checkbox"/> Serving spoons | <input type="checkbox"/> Jug |
| <input type="checkbox"/> Tea towels and kitchen roll | <input type="checkbox"/> Washing-up liquid |
| <input type="checkbox"/> Sponge/brush | <input type="checkbox"/> Dishwasher tablets |
| <input type="checkbox"/> Surface spray | |

Living room



- | | |
|---|---|
| <input type="checkbox"/> Sofa and chairs | <input type="checkbox"/> Coffee table & side tables |
| <input type="checkbox"/> Lamps & light fixtures | <input type="checkbox"/> Curtains/blinds |
| <input type="checkbox"/> Rugs and mats | <input type="checkbox"/> Cushions and throws |
| <input type="checkbox"/> TV and remote | <input type="checkbox"/> Books, games, and cards |

Bedrooms



- | | |
|--|---|
| <input type="checkbox"/> Bed frames and mattresses | <input type="checkbox"/> Mattress protectors and sheets |
| <input type="checkbox"/> Duvets | <input type="checkbox"/> Pillows |
| <input type="checkbox"/> Duvet cover and pillowcases | <input type="checkbox"/> Spare bedding sets |
| <input type="checkbox"/> Bedside tables and lamps | <input type="checkbox"/> Wardrobes and hangers |
| <input type="checkbox"/> Chests of drawers | <input type="checkbox"/> Mirrors |
| <input type="checkbox"/> Curtains/blinds | <input type="checkbox"/> Waste bins |
| <input type="checkbox"/> Fan or extra blankets | <input type="checkbox"/> Cot |

Bathrooms



- | | |
|--|---|
| <input type="checkbox"/> Toilet | <input type="checkbox"/> Basin and plug |
| <input type="checkbox"/> Shower and/or bath | <input type="checkbox"/> Shower screen/curtain |
| <input type="checkbox"/> Mirror | <input type="checkbox"/> Extractor fan |
| <input type="checkbox"/> Toilet brush and holder | <input type="checkbox"/> Bath mat |
| <input type="checkbox"/> Towel rail/hooks | <input type="checkbox"/> Hand soap |
| <input type="checkbox"/> Toilet roll | <input type="checkbox"/> Shampoo/conditioner/shower gel |
| <input type="checkbox"/> Hairdryer | <input type="checkbox"/> Bath towels |
| <input type="checkbox"/> Hand towels | <input type="checkbox"/> Spare towels |

Utility/laundry



- | | |
|--|--|
| <input type="checkbox"/> Washing machine | <input type="checkbox"/> Tumble dryer/drying rack |
| <input type="checkbox"/> Iron and ironing board | <input type="checkbox"/> Vacuum cleaner |
| <input type="checkbox"/> Mop and bucket or spray mop | <input type="checkbox"/> Broom, dustpan, and brush |
| <input type="checkbox"/> Laundry detergent | <input type="checkbox"/> Cleaning cloths and sponges |
| <input type="checkbox"/> All-purpose cleaner | <input type="checkbox"/> Rubber gloves |
| <input type="checkbox"/> Spare bin liners | |

Outdoors



- | | |
|--|---|
| <input type="checkbox"/> Outdoor table, chairs, and cushions | <input type="checkbox"/> Parasol and base |
| <input type="checkbox"/> BBQ | <input type="checkbox"/> Sun loungers |
| <input type="checkbox"/> Key safe/keypad | |

Holiday let essentials checklist

Safety equipment



- | | |
|--|---|
| <input type="checkbox"/> Smoke alarms | <input type="checkbox"/> Carbon monoxide alarms |
| <input type="checkbox"/> Fire extinguisher | <input type="checkbox"/> Fire blanket |
| <input type="checkbox"/> Clear escape routes | <input type="checkbox"/> Emergency exit signs |
| <input type="checkbox"/> Basic first aid kit | |

Welcome pack



- | | |
|--|---|
| <input type="checkbox"/> Small selection of snacks | <input type="checkbox"/> Tea, coffee, and sugar |
| <input type="checkbox"/> Milk and suitable alternatives | <input type="checkbox"/> Allergens clearly labelled |
| <input type="checkbox"/> Discount code for repeat booking direct (if applicable) | |

Holiday let essentials checklist - continued...

Important information



- | | |
|---|--|
| <input type="checkbox"/> Wi-Fi network name and password | <input type="checkbox"/> House rules |
| <input type="checkbox"/> Appliance instructions where applicable | <input type="checkbox"/> Waste and recycling instructions |
| <input type="checkbox"/> Check-out time and actions required | <input type="checkbox"/> Host/property manager contact information |
| <input type="checkbox"/> Emergency guidance, details, and instruction | <input type="checkbox"/> Useful local information |

Inventory checklist examples for specific guests

Family-friendly inventory list



- | | |
|--|--|
| <input type="checkbox"/> Children's high chair | <input type="checkbox"/> Cot |
| <input type="checkbox"/> Travel cot mattress and fitted cot sheets | <input type="checkbox"/> Stair gate |
| <input type="checkbox"/> Bed guard | <input type="checkbox"/> Changing table |
| <input type="checkbox"/> Blackout blind or blackout lining in at least one bedroom | <input type="checkbox"/> Night light |
| <input type="checkbox"/> Cupboard and drawer locks for cleaning product cupboards | <input type="checkbox"/> Fireguard for open fires or accessible stoves |
| <input type="checkbox"/> Window restrictors where needed | <input type="checkbox"/> Non-slip rug underlay for loose rugs |
| <input type="checkbox"/> Anti-slip bath mat | <input type="checkbox"/> Child-friendly plastic plates and bowls |
| <input type="checkbox"/> Child cutlery and small spoons | <input type="checkbox"/> Microwave-safe lidded containers |
| <input type="checkbox"/> Child step stool | <input type="checkbox"/> Age-mixed wipe-clean toys |
| <input type="checkbox"/> Puzzles | <input type="checkbox"/> Colouring books and washable crayons |
| <input type="checkbox"/> Toy storage box or basket | <input type="checkbox"/> Picnic rug |
| <input type="checkbox"/> Bucket and spade or simple outdoor toy set | |

Inventory checklist examples for specific guests - continued...

Luxury and premium stays



- | | |
|---|---|
| <input type="checkbox"/> High-quality mattress toppers and supportive pillows | <input type="checkbox"/> Premium bed linen with spare sets per bed |
| <input type="checkbox"/> Fluffy bath towels and hand towels with spares | <input type="checkbox"/> Bathrobes and slippers |
| <input type="checkbox"/> Luxury hand soap and bath and shower products | <input type="checkbox"/> Shampoo and conditioner |
| <input type="checkbox"/> Hairdryer | <input type="checkbox"/> Blackout blinds or blackout lining in bedrooms |
| <input type="checkbox"/> Smart TV with streaming access | <input type="checkbox"/> High-speed Wi-Fi |
| <input type="checkbox"/> Bluetooth speaker | <input type="checkbox"/> Coffee machine with pods |
| <input type="checkbox"/> Selection of teas, coffee, sugar, and fresh milk on arrival | <input type="checkbox"/> Welcome hamper with local produce |
| <input type="checkbox"/> Still and sparkling water on arrival | <input type="checkbox"/> Quality cookware and sharp kitchen knives |
| <input type="checkbox"/> Wine glasses and champagne flutes | <input type="checkbox"/> Corkscrew and bottle opener |
| <input type="checkbox"/> Ice cube tray or ice maker | <input type="checkbox"/> Cloth napkins |
| <input type="checkbox"/> Iron and ironing board | <input type="checkbox"/> Luxury candles or a reed diffuser |
| <input type="checkbox"/> Hot tub | <input type="checkbox"/> Hot tub towels with spares |
| <input type="checkbox"/> Swimming pool | <input type="checkbox"/> Pool towels with spares |
| <input type="checkbox"/> Poolside loungers | <input type="checkbox"/> Outdoor seating with quality cushions |
| <input type="checkbox"/> Plush throws for indoors and outdoors | <input type="checkbox"/> BBQ with tools |
| <input type="checkbox"/> Guest guide with premium local recommendations and experiences | |

Longer-stays and remote workers



- | | |
|--|--|
| <input type="checkbox"/> Dedicated workspace with a proper desk or table | <input type="checkbox"/> Comfortable, adjustable chair |
| <input type="checkbox"/> Desk lamp | <input type="checkbox"/> Multiple accessible plug sockets and USB charging points |
| <input type="checkbox"/> Fast, reliable Wi-Fi | <input type="checkbox"/> Wi-Fi booster or mesh node where needed |
| <input type="checkbox"/> Ethernet cable and adapter | <input type="checkbox"/> Extension lead |
| <input type="checkbox"/> Monitor | <input type="checkbox"/> HDMI cable |
| <input type="checkbox"/> Keyboard and mouse | <input type="checkbox"/> Laptop stand |
| <input type="checkbox"/> Basic stationery | <input type="checkbox"/> Notepad |
| <input type="checkbox"/> Printer and spare paper | <input type="checkbox"/> House guide with quiet hours and work-friendly spots nearby |
| <input type="checkbox"/> Plenty of hangers and wardrobe space | <input type="checkbox"/> Chest of drawers with empty space |
| <input type="checkbox"/> Full-length mirror | <input type="checkbox"/> Blackout blinds or blackout lining in bedrooms |
| <input type="checkbox"/> Extra bedding set per bed | <input type="checkbox"/> Extra towels per guest |
| <input type="checkbox"/> Washing machine | <input type="checkbox"/> Tumble dryer or drying rack |
| <input type="checkbox"/> Laundry basket | <input type="checkbox"/> Laundry detergent and stain remover |
| <input type="checkbox"/> Iron and ironing board | <input type="checkbox"/> Vacuum cleaner |
| <input type="checkbox"/> Mop and bucket or spray mop | <input type="checkbox"/> Full kitchen cookware and storage containers |
| <input type="checkbox"/> Sharp kitchen knives and chopping boards | <input type="checkbox"/> Food storage bags or wraps |
| <input type="checkbox"/> Cleaning supplies for mid-stay refreshes | <input type="checkbox"/> Bin liners and recycling bags |
| <input type="checkbox"/> Spare light bulbs and batteries | <input type="checkbox"/> Smart TV with streaming access |
| <input type="checkbox"/> Books and games for downtime | |

Inventory damage checklist and insurance

- | | |
|--|--|
| <input type="checkbox"/> Water damage: stains, damp patches, mould, warped flooring | <input type="checkbox"/> Plumbing leaks: under sinks, around toilets, showers, baths, radiators |
| <input type="checkbox"/> Fire and smoke damage: scorch marks, burns, strong odours, soot staining | <input type="checkbox"/> Storm and weather damage: roof leaks, water ingress, damage to fences, gates, outbuildings |
| <input type="checkbox"/> Glass breakage: windows, mirrors, shower screens, doors for cracks or chips | <input type="checkbox"/> Flooring damage: tears, deep stains, burns, lifting edges, cracked tiles |
| <input type="checkbox"/> Walls and ceilings: new dents, holes, heavy scuffs, water staining | <input type="checkbox"/> Furniture damage: beds, sofas, tables, chairs for breakage or instability |
| <input type="checkbox"/> Appliance damage: visible impact damage or faults linked to misuse | <input type="checkbox"/> Theft or missing items: confirm the presence of high-value items (TVs, speakers, small appliances, outdoor furniture) |
| <input type="checkbox"/> Hot tub and pool damage: covers, surrounds, equipment, missing parts | <input type="checkbox"/> Outdoor damage: BBQs, patio areas, garden furniture |
| <input type="checkbox"/> Malicious damage: deliberate breakage, graffiti, intentional damage | |

NOTES & COMMENTS

Date: _____

Completed by: _____