pikl

Holiday Letting

Changeover Checklist

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Kitchen

Holiday Changeover Checklist

- ◯ **Ventilate:** Open the windows and get fresh air moving.
- ◯ **Rubbish:** Empty bins, reline, and sort recycling.
- ◯ **Surfaces and hobs:** Degrease, wipe, and disinfect. Polish stainless steel.
- ◯ **Fridge and freezer:** Remove food. Wipe and disinfect shelves and seals.
- ◯ **Sink and taps:** Descale, disinfect, and clear the drain catcher.
- ◯ **Cookware and crockery:** Spot-check for marks and chips and return clean pieces to the right places.
- ◯ **Amenities and restock:** Set out welcome items and top up tea, coffee, and basics if promised.
- ◯ **Function check:** Test extractor, hob, oven, lights, and detectors.
- ◯ **Safety & damage sweep:** Photograph scratches on worktops, cracked glass, blown bulbs, and any appliance faults. Note missing items. Bag and label lost property.
- ◯ **High-to-low dust:** Target tops of cupboards, lights, extractor, and skirtings.
- ◯ **Small appliances:** Clean the microwave plate and interior. Empty crumbs from the toaster. Rinse kettle and coffee maker.
- ◯ **Dishwasher or washing machine:** Check for items, clean filters, and run a short rinse if musty.
- ◯ **Cabinets and drawers:** Open, wipe interiors and handles, and realign inventory.
- ◯ **Oven:** Check trays, remove debris, and wipe obvious spills.
- ◯ **Floors:** Vacuum edges, then sweep and mop.
- ◯ **Quality control:** Confirm a fresh smell, clear surfaces, and locked windows.

NOTES & COMMENTS

Date: _____

Completed by: _____

Bathrooms

Holiday Changeover Checklist

- ◯ **Ventilate:** If there is no window, switch on the extractor fan.
- ◯ **Rubbish:** Empty the bins, reline them, and sort recycling.
- ◯ **Toilet:** Brush the bowl and treat under the rim. Wipe the seat, lid, flush plate, handle, hinges, and base. Finish with disinfectant.
- ◯ **Bath or shower:** Remove soap scum, rinse well, and disinfect the tub or tray. Clean screens and doors, detail grout, corners, seals, and plugholes. Leave everything dry to prevent mould.
- ◯ **Sink:** Scrub the bowl, polish taps, and disinfect basin.
- ◯ **Storage:** Open cabinets and drawers, wipe interiors and handles, and realign items.
- ◯ **Towels and linen:** Remove used sets and stage fresh bath sheet, hand towel, and bathmat, plus a spare if promised.
- ◯ **Floors:** Vacuum, sweep, and mop the hard floor.
- ◯ **Quality control:** Make an eye-level scan. Wipe any fingerprints, hairs, and water marks. Confirm taps are off and windows are locked.
- ◯ **Safety & damage sweep:** Photograph chips, loose tiles, lifted silicone, mould patches, and rust. Note missing items. Bag and label any lost property.
- ◯ **High-to-low dust:** Clear ceilings, cobwebs, vents, light fittings, and skirtings.
- ◯ **Toilet brush:** Rinse the brush, disinfect the holder and handle, and return it dry.
- ◯ **Drains and limescale:** Lift out hair, treat odours, and descale taps, shower head, and screen edges as needed.
- ◯ **Mirrors and glass:** Clean to a streak-free finish.
- ◯ **Amenities and restock:** Replace toilet rolls, soaps, shampoos, and shower gels if provided. Check spare bin liners and hygiene bags.
- ◯ **Windows and sills:** Clean, dry, and confirm trickle vents are clear.
- ◯ **Function check:** Test fan, lights, heater, shaver socket, plugs, and the door lock.

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Bedrooms

Holiday Changeover Checklist

- ◯ **Ventilate:** Open windows and assess odours.
- ◯ **Strip bed:** Remove linen to your laundry bag. Check around your bed. Inspect and air mattress/protector (including bedbug check).
- ◯ **Surfaces & touchpoints:** Wipe and disinfect nightstands, switches, and handles. Polish wood if needed.
- ◯ **Soft furnishings:** Lint-roll cushions and throws. Check for tears and snags.
- ◯ **Rubbish:** Clear all waste, empty bins, reline, and sort recycling.
- ◯ **Make the bed:** Fit clean protector. Dress with ironed, stain-free sheets. Make hotel corners. Plump pillows/duvet. Stage throws/cushions.
- ◯ **Amenities & function check:** Count hangers, spare pillows, and blankets. Test lamps, bulbs, and any alarms. Set blinds and curtains. Configure your heating/AC to economy mode or lower settings if relevant.
- ◯ **Safety & damage sweep:** Photograph stains, chips, or anything broken. Note missing items. Bag and label lost property.
- ◯ **High-to-low dust:** Target ceilings and cobwebs, headboard, lampshades, frames, vents, and skirtings.
- ◯ **Storage:** Open drawers and wardrobes. Dust or vacuum interiors. Spot-clean, align hangers, and remove clutter.
- ◯ **Windows & mirrors:** Clean window sills and make sure any glass and mirrors are streak-free.
- ◯ **Floors:** Vacuum including edges/under bed. Sweep and mop hard floors.
- ◯ **Towels/linen:** Remove used. Place fresh sets or stage in bathroom.
- ◯ **Quality control:** Conduct an eye-level scan. Run a clean cloth over key surfaces. Remove any fingerprints or hairs. Confirm windows are locked.

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Living Room

Holiday Changeover Checklist

- ◯ **Ventilate:** Open the windows.
- ◯ **Rubbish:** Remove waste and reline bins.
- ◯ **Surfaces and touchpoints:** Wipe tables, switches, handles, and banisters.
- ◯ **Windows and mirrors:** Clean to a streak-free finish.
- ◯ **Storage:** Open cabinets and drawers and wipe interiors.
- ◯ **Floors:** Vacuum or sweep and mop as appropriate.
- ◯ **Quality control:** Conduct a slow scan for fingerprints, hairs, and missed marks.
- ◯ **Safety & damage sweep:** Photograph scratches, cracks, broken ornaments, and loose fittings. Note missing items. Bag and label any lost property.
- ◯ **High-to-low dust:** Target ceilings, light fittings, frames, and skirtings.
- ◯ **Soft furnishings:** Lift cushions, remove crumbs, and lint-roll sofas and throws. Check the sofa bed if fitted.
- ◯ **Screens and tech:** Wipe the television and arrange remotes.
- ◯ **Staging:** Return books, games, and pillows neatly.
- ◯ **Function check:** Test lamps and sockets and confirm the Wi-Fi card is visible. Check electronic devices such as televisions.

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Exterior

Holiday Changeover Checklist

- ◯ **Rubbish:** Remove litter, food packets, and cigarette butts.
- ◯ **Lost property:** Collect and store safely.
- ◯ **Entrances and paths:** Sweep and check lighting.
- ◯ **Furniture:** Stand chairs upright, wipe tables, and straighten cushions.
- ◯ **Outbuildings:** Check locks, note damage, and confirm inventory.
- ◯ **Garden tidy:** Quick lift of leaves and obvious weeds.
- ◯ **Occasional tasks:** Note if grass needs cutting, weeds need treatment, or the barbecue needs a deep clean.
- ◯ **Quality control:** Final walk-round for hazards and trip risks.

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