

Free Airbnb Turnover Checklist

Reset a short-term rental consistently between guests with practical cleaning, supply, inspection, and guest-ready tasks in one reusable turnover checklist.

Review checkout and next arrival

- ☐ Verify checkout, entry, and cleaning time windows
- ☐ Confirm guest count, pets, children, and special requests
- ☐ Check for a same-day turnover or early-arrival risk
- ☐ Record the turnover deadline and escalation contact

Confirm cleaner or turnover owner

- ☐ Assign one accountable turnover owner
- ☐ Confirm their arrival time and access method
- ☐ Share the guest count and special-request notes
- ☐ Set the expected completion time

Inspect for damage and lost items

- ☐ Photograph every room before cleaning
- ☐ Document damage and urgent maintenance
- ☐ Bag, label, and store lost items
- ☐ Check smoke alarms and safety equipment

Reset beds, linens, and towels

- ☐ Strip and bag all used linen
- ☐ Inspect mattress and pillow protectors
- ☐ Make every bed to listing standard
- ☐ Set towels for the booked guest count

Clean and reset the kitchen

- ☐ Remove food and take out all rubbish
- ☐ Wash, dry, and put away every dish
- ☐ Clean the fridge, microwave, and coffee machine
- ☐ Restock coffee, tea, and kitchen essentials

Clean and reset bathrooms

- ☐ Disinfect toilet, shower, sink, taps, and touch points
- ☐ Replace toilet paper, soap, and personal-care supplies
- ☐ Check drains, water pressure, and hot water
- ☐ Polish mirrors and remove hair from floors and surfaces

Restock guest essentials

- ☐ Count paper goods, soap, and bin liners
- ☐ Restock coffee, tea, water, and welcome items promised
- ☐ Replace cleaning supplies available to guests
- ☐ Flag any low-stock item for the next supply run

Test amenities and access

- ☐ Connect to Wi-Fi using the guest network and password
- ☐ Test locks, keys, smart-lock code, and entry lights
- ☐ Check remotes, television, heating or air conditioning
- ☐ Report any fault before the next guest can encounter it

Complete final quality check

- ☐ Walk the property at guest eye level
- ☐ Test lights, climate control, and hot water
- ☐ Photograph key rooms after completion
- ☐ Confirm the property matches the listing promise

Send the ready-for-arrival message

- ☐ Confirm every urgent task is complete
- ☐ Send the arrival instructions at the planned time
- ☐ Include the current access code and Wi-Fi details
- ☐ Tell the guest how to get help if they need it