

Short-Let Changeover Checklist

A room-by-room turnaround checklist for Airbnb, Booking.com and holiday-let changeovers.

A short-let changeover clean turns a property around between guests to a hotel standard on a same-day window — clean, reset, restock and check. This checklist covers a typical short-let unit room by room, so hosts, co-hosts and cleaners agree exactly what a guest-ready turnaround must include and nothing that loses a cleanliness star gets missed.

Download the checklist

A printable room-by-room changeover checklist covering kitchen, bathroom, bedrooms, living areas, linen and restock, and the final guest-ready check.

Kitchen

- Worktops, hob, splashback and sink cleaned and disinfected
- Oven, microwave, kettle and toaster wiped inside and out; fridge cleared of guest leftovers
- Crockery, glasses and cutlery washed, dried and put away complete
- Bin emptied, liner replaced, recycling cleared
- Consumables restocked (tea, coffee, dishwasher tablets, cloths)
- Floor swept and mopped

Bathroom(s)

- WC, cistern and seat cleaned and disinfected
- Shower, bath, screen and tiles descaled; mirror polished streak-free
- Basin and taps cleaned; chrome polished
- Fresh towels set out to the listing standard
- Toiletries, toilet roll and hand soap restocked
- Floor cleaned; extractor grille dusted

Bedrooms and living areas

- Beds stripped and remade with fresh, unstained, well-pressed linen
- Surfaces, sills and skirting dusted; under beds and behind sofas checked
- Carpets vacuumed; hard floors mopped
- Sofa cushions plumped; throws and scatter cushions reset to photos
- TV, remote, Wi-Fi card and welcome book present and correct
- Windows and glass smear-free; touchpoints (switches, handles) disinfected

Linen, restock and reset

- Used linen and towels bagged for laundry or linen-hire exchange
- Welcome items and consumables restocked to the host's spec

- Property reset to match the listing photos exactly
- Heating/AC set to the arrival setting; lights and blinds set

Final guest-ready check

Walk the property as a guest would: photograph each room, dated, and log any damage, missing items or maintenance issues before check-in. A photo-verified changeover protects the host on cleanliness reviews and gives evidence if a guest later disputes a cleaning fee or damage claim.

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