

Ready for the next stay

A repeatable turnover checklist

PROPERTY

DATE / TIME

PREPARED BY

NEXT ARRIVAL

Start with a walk-through

- ☐ Check for left belongings; log and store securely.
- ☐ Record damage or maintenance needs before moving items.
- ☐ Open windows where safe; collect waste and used linens.

Clean & reset

- ☐ Clean kitchen surfaces, sink and appliance touchpoints.
- ☐ Check fridge, dishes and cookware; remove leftover food.
- ☐ Clean bathrooms; replace towels and bathroom supplies.
- ☐ Make beds with clean linens; inspect mattress protectors.
- ☐ Dust, vacuum and clean floors; check under furniture.

Restock & test

- ☐ Count essentials against the property stock list.
- ☐ Check lights, Wi-Fi and guest-facing appliance controls.
- ☐ Confirm entry instructions and access details are current.

The final five minutes

- ☐ Set temperature and window coverings for arrival.
- ☐ Reset the welcome area and guest information.
- ☐ Check outdoor areas, paths and entrance for obvious issues.
- ☐ Close windows and secure doors as instructed.
- ☐ Take agreed completion photos; report ready status.

EXCEPTIONS / FOLLOW-UP

CHECKED BY / TIME

Adapt to the property. This checklist does not replace manufacturer instructions or required safety inspections.

A consistent finish, every visit

Cleaning job completion record

CLIENT / PROPERTY

DATE / TEAM

ARRIVAL TIME

COMPLETION TIME

Before starting

- ☐ Confirm today's agreed scope and any special requests.
- ☐ Check surfaces and follow product instructions.
- ☐ Report pre-existing damage or items needing attention.

During the visit

- ☐ Complete the agreed kitchen and bathroom tasks.
- ☐ Complete dusting, surfaces and floor care as agreed.
- ☐ Empty waste and return moved items to their places.
- ☐ Record tasks that could not be completed and why.

Before leaving

- ☐ Check the completed work against the agreed scope.
- ☐ Store supplies and secure the premises as instructed.
- ☐ Send the agreed completion update; record follow-up.

Exceptions / follow-up

Task, reason, next action and person responsible.

CHECKED BY

CLIENT NOTIFIED / TIME

Every visit, accounted for

Pet-sitting visit log

PET / HOUSEHOLD

SITTER

VISIT DATE

ARRIVAL / DEPARTURE

Agreed care tasks

- ☐ Check the pet and surroundings on arrival.
- ☐ Follow the owner's agreed food and water instructions.
- ☐ Complete agreed exercise, play or enrichment.
- ☐ Clean the agreed pet areas and dispose of waste.
- ☐ Check doors, gates and equipment before leaving.
- ☐ Send the agreed update to the owner.

Observations

Note changes in behaviour, appetite or the environment factually. Record any concern reported to the owner.

Supplies / follow-up

What needs restocking or attention before the next visit.

OWNER UPDATED AT

NEXT VISIT

Set up once. Sell with focus.

Market-day packing & setup checklist

EVENT / DATE

PREPARED BY

Stock & display

- ☐ Pack counted stock and a price list.
- ☐ Pack tables, coverings, fixtures and signs as required.
- ☐ Pack bags, packaging and care instructions.

Payments & records

- ☐ Check the payment device, charge and connection.
- ☐ Prepare an appropriate cash float if accepting cash.
- ☐ Bring sales, stock and expense records.
- ☐ Confirm prices and how any applicable tax is handled.

Practical essentials

- ☐ Pack permitted shelter, weights and weather protection.
- ☐ Bring water, food, chargers and essential tools.
- ☐ Confirm loading access, setup time and organiser contact.

Before opening

- ☐ Check the display is stable and pathways are clear.
- ☐ Make prices easy to see.
- ☐ Keep cash, devices and spare stock secure.

LAST-MINUTE ITEMS

FINAL CHECK

Check it before you send it

06 / Final-image quality & delivery check

PROJECT / EXPORT BATCH

CHECKED BY / DATE

Content & image quality

- ☐ Match the final image count and selection to the agreed brief.
- ☐ Inspect focus, exposure, colour consistency and obvious retouching errors.
- ☐ Check intended crops, horizons and important details at image edges.
- ☐ Confirm no unintended private details or rejected images are included.

Files & handover

- ☐ Check filenames, dimensions, file format and colour profile against the brief.
- ☐ Open representative exported files; check for corrupted or missing files.
- ☐ Test the delivery link and access using the intended recipient settings.
- ☐ State the delivery contents, agreed use and link expiry if applicable.
- ☐ Record outstanding requests and the next step for each.

DELIVERY LOCATION / REFERENCE

CLIENT NOTIFIED / TIME

RECEIPT CONFIRMED / DATE

UNRESOLVED ITEM / OWNER

Checkpoints help catch mistakes; they do not certify an image or guarantee a platform will accept it.