Rental Turn Checklist

OM-06C | Chapter 14 | Owner and Manager | Version 1.0

Adapt the checklist to the rental and its approved cleaning procedure. Record damage and hazards before releasing the unit for the next guest.

Write in the spaces or click a blank field to type in Word.

Rental and departure date	Cleaner and checker

Check	Item	Evidence or next action
	Confirm departure and approved access	
	Inspect and report damage or lost property	
	Remove waste and used linens	
	Clean and sanitize using the approved products and method	
	Make beds and restock required supplies	
	Check fixtures, appliances, and required safety equipment within your role	
	Confirm doors, windows, comfort settings, and guest information	
	Final inspection and release by the authorized person	

Mark each item Done, Open, or N/A. Explain open items and name the next action.

Exception, work order, or item that prevents release

Ready time, checked by, and next guest arrival

Do not mix cleaning products. Follow labels, protective equipment requirements, and property procedures. Keep a unit unavailable until required hazards are resolved.

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