

# Holiday Let Cottage Changeover & Cleaning Checklist

## Kitchen

- ☐ Wipe down worktops, sink, units, chairs, tables and baby equipment.
- ☐ Clean appliances (oven, refrigerator, microwave, dishwasher, toaster, coffee machine) and check they are working. Hard to clean items such as the oven and barbeque should be tackled early on during the changeover, as you may need to apply a cleaning fluid and leave it to soak while you get on with other tasks.
- ☐ Sweep and mop the floor.
- ☐ Organise cupboards and remove any old food.
- ☐ Restock washing up liquid, dishwasher tablets, bin bags, dishcloths and replenish hand soap.
- ☐ Put out 2 clean tea towels and clean cloth napkins.
- ☐ Empty bins and disinfect.
- ☐ Wipe place mats and coasters.
- ☐ Check cutlery, pots, pans, crockery, glassware and utensils for grime, breakages or chips.
- ☐ Clean out crumbs in drawers and bread bin.

## Lounge

- ☐ Dust and wipe over all the surfaces – furniture, blinds, picture frames, shelves, window sills, skirting boards, ornaments, lamps and get rid of any glass rings.
- ☐ Inspect carpets, rugs and soft furnishings for stains.
- ☐ Vacuum furniture, including under the couch cushions (empty vacuum cleaner bag if necessary).
- ☐ Remove any cobwebs – check corners.
- ☐ Clean windows, any internal glass doors and mirrors.
- ☐ Empty the wastebasket.
- ☐ Check remotes and batteries.
- ☐ Clean the log stove, replace the fuel and set ready for lighting.
- ☐ Throw out any surplus magazines.
- ☐ Floors should be one of the last jobs on your list. Sweeping, mopping or steaming is a relatively quick job. You can almost finish up on your way out the door.

## Bathrooms

- ☐ Remove cobwebs
- ☐ Clean and polish mirrors and picture frames
- ☐ Clean and polish windows internally, sills, ledges
- ☐ Wipe down doors and clean on top of doors
- ☐ Clean skirting boards and wood works of dust
- ☐ Clean light switches & fittings, lamp shades, plugs, sockets,
- ☐ Clean inside, behind and on top of cupboards and furnishings
- ☐ Clean behind and under furniture

- ☐ Dust and polish all surfaces
- ☐ Upholstery vacuumed, cushions moved and cleaned underneath
- ☐ Vacuum and mop hard floors

## Bedrooms

- ☐ Stripping and making the beds should be one of the main tasks, especially if you have to wash the linen while you get on with other jobs. It is a good plan to have at least three sets of sheets and towels. Preferably Egyptian cotton.
- ☐ Check for wear and tear, wetness or stains on linen, mattress covers, throws and pillows.
- ☐ Check under the bed and in drawers for personal belongings left by guests.
- ☐ Vacuum the floor and under beds.
- ☐ Dust furniture, clean mirrors and windows.

## Laundry

- ☐ Are the washer and dryer empty and clean?
- ☐ Clean out the dryer fluff filter.
- ☐ Check there are enough pegs.
- ☐ Check the clothes airer and ironing board function ok.
- ☐ Restock washing machine detergent.

## Checks

- ☐ Heating/hot water.
- ☐ Wi-Fi.
- ☐ Light bulbs, inside and out.
- ☐ TV channels.
- ☐ DVD.
- ☐ AC.
- ☐ Oil/gas tank – (check levels).

## Pet-Friendly Cottages

- ☐ Clean the pet bed, food/drinking bowl.
- ☐ Include dog treats in the welcome pack.
- ☐ Provide map with local dog walks.
- ☐ Provide stair gates if required.
- ☐ Cover couches with throws.
- ☐ Provide cleaning towels.