

Host handover and inspection

Larkspur Cottage · 7 Mill Lane, Port Ellery (fictional)

Cleaner: Marisol Teague 555-0123

Turnover date _____

Use on arrival or from the cleaner's photos. Tick each room against its reference; record counts; anything missing or damaged goes on the report.

ROOM	LOOKS RIGHT WHEN	PHOTO RECEIVED	OK	ISSUE
Bedroom 1 (queen)	Throw pillows in front of pillows, blanket folded at foot, blinds half open.	☐ Made bed from the doorway	☐	
Bedroom 2 (twin x2)	Beds pushed to walls, bedside lamp on each table, closet doors closed.	☐ Both beds from the doorway	☐	
Bathroom	Towels folded in thirds on the bar, toilet lid down, shower door closed, toiletries lined up left of the sink.	☐ Shower glass and towel bar	☐	
Kitchen	Kettle and coffee maker to the left of the stove, tea/coffee caddy filled, two dish towels on the oven handle, fruit bowl empty and clean.	☐ Counters and stovetop	☐	
Living room	Blanket folded over the sofa arm, both remotes side by side, board games stacked on the lower shelf.	☐ Sofa and TV from the doorway	☐	
Entrance and outside	Welcome card on the hall table, porch light on, key in lockbox.	☐ Hall table with welcome card	☐	

Counted items

ITEM	EXPECTED	CLEANER FOUND	HOST CHECKED	DIFFERENCE
Bath towels (in use + spare)	6			
Hand towels	6			
Pillows	6			
Remote controls	2			
Knives / forks / spoons (each)	8			
Wine glasses	6			
Mugs	8			
Board games	4			
Hair dryer	1			
Keys on the spare ring	2			

Window check

Planned: Strip and remake all beds 85 min · All bathrooms 70 min · Kitchen 80 min · Living areas 40 min · Final walk, counts, photos, lock-up 55 min · buffer 30 min.

Actual finish time _____ Over/under _____

Host signature _____ Date _____