

Damage / missing / maintenance report

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

Turnover date _____

One line per problem. Leave this with the host sheet, or photograph it and send it to the host.

ROOM	WHAT	MISSING / DAMAGED / NEEDS FIXING	PHOTO?	BLOCKS THE NEXT GUEST?
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

Left-behind guest items (describe, where stored)

Ran over the time plan? Which block and why

Reported by _____ Time _____ Host told by: call / text / app