Turnover Day Checklist

SetForStay — a one-page day-of checklist for the host who never gets caught short on a turnover. For independent hosts with a handful of units. Practical ops, restock, and a clear day-of order.

Print this, clip it to a clipboard, or save it to your phone before the next checkout. It is a starting standard for one turnover — not a promise of better reviews or more bookings, and not the full turnover pack.

Property: _____
Turnover date: _____ Checkout by: _____ Next arrival: _____
Who is on site (you / cleaner / both): _____

A simple day-of timeline

Use this as a rough shape, not a stopwatch. Slide the windows to match your actual checkout and arrival times.

- **First 15 minutes — walk-in.** Confirm the guests have left. Photograph anything that looks off *before* you move it. Park leftover items in one labeled box.
- **The middle stretch — the actual turn.** Beds, baths, kitchen, and a restock pass. If a cleaner is doing this block, your job is the brief and the check at the end, not a second full clean.
- **Last 15 minutes — lockup.** Restock delta, issues written down, thermostat and entry checked, door locked.

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1. Before the cleaner arrives (or as you walk in)

- ☐ Confirm checkout actually happened and the unit is empty.
- ☐ Take a quick photo of any damage, stain, or unusual mess before anything is moved (for your own records).
- ☐ Collect leftover guest items into **one** box. Label it with the property name and today's date.
- ☐ Confirm the next arrival time is still what you think it is.

- [ ] If a cleaner is coming: leave the leftover box and a short note about anything they should not toss.

2. Beds and baths

- [ ] Strip used linens and towels; start or bag the laundry so it is not sitting in the unit.
- [ ] Remake each bed with a complete, clean set (sheet, duvet/comforter, pillows).
- [ ] Count the spare set. If you are down to the last one, add it to the restock list — do not wait until you are standing here with nothing clean.
- [ ] Replace bath towels, hand towels, and washcloths to your usual par.
- [ ] Refill soap, shampoo, and toilet paper to par. Write down what you actually used.

3. Kitchen and living space

- [ ] Trash and recycling out of the unit.
- [ ] Dishwasher run and emptied, or sink clear and dishes put away.
- [ ] Wipe counters, stove, and the inside of the microwave if they were used.
- [ ] Coffee, dishwasher tabs, sponge, and a bit of dish soap at par — only replace what is actually low.
- [ ] Living room: cushions, remote, wifi card or password card back where guests will look first.
- [ ] Quick smell check. Open a window or run the fan if the unit is stale; note any odor you cannot clear.

4. The restock pass (buy the delta, not a full shop)

Walk the unit once with this page and mark only what is actually short.

Item	**Par (what should be here)**	**What's here now**	**Buy**
Toilet paper			
Paper towels			
Hand soap / dish soap			
Coffee / tea / filters			
Trash bags			

Item	Par (what should be here)	What's here now	Buy
Other: _____			

- ☐ Buy or drop off only the delta. A full grocery run on every turnover is how this chore gets skipped later.

5. Issues vs. leftover notes

Write it down. Do not trust the next-morning version of your memory.

What I found	Where	Guest-facing? (yes / no)	What I already did

- ☐ Leftover-item box is labeled and stored where you will actually find it if the guest writes.
- ☐ If something is unsafe or will affect the next stay, you have a plan before you lock the door (fix, replace, or message the arriving guest honestly).

6. Before you lock up

- ☐ Thermostat set to your vacant-or-arrival setting.
- ☐ Lights off, except any you always leave on for arrival.
- ☐ Entry: lockbox, smart lock, or key tested. Code still works.
- ☐ Wifi card or password is where a tired guest will look.
- ☐ One optional arrival photo of the main room, for your own records.
- ☐ Laundry and trash are in the right place for pickup — not left as a surprise for the next person.
- ☐ Door locked. Gate or garage checked if you have one.

This page is the day-of slice, and it stays yours to keep using. It is a practical checklist, not a guarantee of outcomes.

Want the full kit?
The SetForStay Turnover Kit ($39 — re-verify the price on the live product page before publishing) adds the guest-message pack, cleaner brief, and restock and issue trackers, so you are not rebuilding those from memory. List-only code for this download: [CODE-STR] (placeholder; add the real tracking code at go-live).
[STORE LINK — add the live Gumroad or SetForStay URL at go-live]

Tools we use: [AFFILIATE SLOT] — one tool or supply we actually use on a turnover. No live link until Scout's research is approved and Craig says yes.
[AFFILIATE DISCLOSURE] If we recommend a product with a partner link, we may earn a commission, at no extra cost to you. We will only mention something we have actually used or would use in this kind of work.

SetForStay · See you on the next turnover, — Sam, SetForStay
[SITE LINK — add the SetForStay or Resort Rental Hub URL at go-live]