

Vacation Rental Turnover Maintenance Checklist

Complete every applicable line. Mark failed checks clearly and transfer unresolved findings to the issue log.

Property / Unit: _____	Date: _____
Asset ID: _____	Completed By: _____
Location: _____	Reviewed By: _____

EVERY TURNOVER - Between-Guest Turnover Inspection

#	System / Area	Inspection or PM Task	Acceptance Criteria	Result	Reading	Notes / Initials
1	Defect Follow-up	Photograph and report new damage before cleaning	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
2	Access & Security	Test exterior doors, windows, smart locks, and backup entry method	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
3	Warning Devices	Test smoke and carbon-monoxide alarms using the test button	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
4	Airflow / Filtration	Check HVAC operation, thermostat, and visible filter condition	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
5	Lubrication	Run faucets, flush toilets, and inspect under sinks for leaks	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
6	Operating Condition	Test major appliances and confirm refrigerator temperature	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
7	General Condition	Inspect GFCI outlets in kitchens, bathrooms, and exterior areas	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
8	General Condition	Check hot tub or pool readings and equipment status where applicable	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
9	Guest Amenities	Verify Wi-Fi, television, remotes, and guest-facing instructions	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
10	Life Safety	Confirm fire extinguisher, first-aid supplies, and emergency information	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
11	Defect Follow-up	Create a work order with photos for every unresolved defect	Finding documented and unresolved work assigned before release	P ☐ F ☐ N/A ☐		

FAILURE ACTION

Record the finding, remove from service when unsafe, and create a work order before release.

MONTHLY - Monthly Rental Property PM

#	System / Area	Inspection or PM Task	Acceptance Criteria	Result	Reading	Notes / Initials
12	Airflow / Filtration	Inspect HVAC filter and condensate drain	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
13	Plumbing	Check water heater and visible plumbing connections	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
14	Warning Devices	Inspect exterior lighting, railings, steps, and trip hazards	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
15	Access & Security	Test garage-door auto-reverse and photo eyes where installed	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
16	General Condition	Review repeated guest issues and open repair work	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		

FAILURE ACTION

Record the finding, remove from service when unsafe, and create a work order before release.

Issue & Follow-Up Log

Document every failed check or unresolved condition. Remove equipment from service whenever a defect creates an unsafe operating condition.

#	Finding / Required Action	Severity	Removed From Service?	Work Order	Owner	Status / Close Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Supervisor Review: _____

Date: _____