

A LUXE OPERATIONS CHECKLIST

The Luxe Turnover Standard

Clean, reset, inspect, document

CLEAN

RESTOCK

REPORT

A turnover is not finished when the floor is dry. It is finished when the property is guest-ready and the condition is documented.

Updated August 2026

Arrival and first look

Pause before moving anything. The first five minutes protect the property, the cleaner, and the incoming guest.

Before-clean condition

- [] Enter with the assigned code; confirm door, lock, and entry lighting work.
- [] Take timestamped arrival photos or video of each room before cleaning.
- [] Report unauthorized guests, pets, smoking evidence, party evidence, or major rule concerns.
- [] Photograph damage, stains, broken items, missing items, excessive trash, and abandoned belongings before touching them.
- [] Check for active leaks, standing water, strong odors, pests, mold-like growth, or HVAC failure.
- [] Confirm thermostat setting and indoor temperature; report abnormal readings.
- [] Gather found valuables separately and follow the lost-item process.
- [] Notify operations immediately when damage or safety concerns may affect the next arrival.

Strip + start

- [] Open approved blinds or lights for visibility while preserving guest and neighbor privacy.
- [] Collect linens and towels; count, sort, and inspect for stains or damage.
- [] Start the longest laundry or dishwasher cycle first.
- [] Remove trash and food; check refrigerator, freezer, cabinets, drawers, and under beds.
- [] Set aside washable shower liners, bath mats, blankets, or covers due for rotation.
- [] Ventilate only when weather, humidity, security, and property instructions allow.

Stop-and-report items

Active leak, sewage backup, no cooling/heat during unsafe conditions, lock failure, missing safety equipment, pest activity, major damage, strong smoke odor, or a condition that prevents a safe on-time arrival.

Kitchen + bathrooms

Clean top to bottom, then reset to the property standard. Refilled is not the same as wiped around.

Kitchen

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| ☐ Remove food and trash according to property policy; check refrigerator and freezer thoroughly. | ☐ Clean and disinfect counters, backsplash, sink, faucet, handles, and high-touch points. |
| ☐ Clean stovetop, burners, drip areas, oven exterior, microwave inside/out, and appliance fronts. | ☐ Empty and clean coffee maker; confirm no used pod, grounds, or standing water remains. |
| ☐ Unload dishwasher; inspect dishes and cookware before putting away. | ☐ Check cabinets and drawers for crumbs, grease, spills, pests, and misplaced items. |
| ☐ Replace visibly chipped, cracked, greasy, or damaged guest-use items and report them. | ☐ Clean table, chairs, highchair if provided, and under-seat/under-table areas. |
| ☐ Sweep/vacuum edges and under movable items; mop the full floor without sticky residue. | ☐ Restock the approved starter quantities of dish soap, dishwasher supplies, paper towels, trash bags, and sponge/brush. |
| ☐ Count priority inventory items when required by the property checklist. | |

Bathrooms

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| ☐ Clean and disinfect toilet inside/out, base, hinges, seat, handle, and surrounding floor. | ☐ Clean sink, faucet, counter, backsplash, mirror, cabinet fronts, and exposed shelves. |
| ☐ Scrub shower/tub, fixtures, doors/curtain, tracks, corners, niches, and drain area. | ☐ Remove every visible hair from fixtures, walls, floors, linens, and drains. |
| ☐ Check drains, leaks, toilet flush, fan, lighting, outlets, and hot water; report concerns. | ☐ Replace or wash the shower liner according to the property rotation standard. |
| ☐ Place clean bath mat and folded towels in the approved quantities and locations. | ☐ Refill and wipe hand soap, shampoo, conditioner, and body wash containers. |
| ☐ Restock the approved toilet paper quantity; confirm a visible backup roll. | ☐ Empty, disinfect, and reline trash cans; finish with a clean, dry floor. |

Bedrooms + living spaces

Guests notice hair, wrinkled beds, crumbs, odors, remote controls, and anything that suggests the property was rushed.

Bedrooms

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| ☐ Inspect mattress and pillow encasements; report tears, stains, zipper issues, or missing protectors. | ☐ Use fresh, stain-free linens; confirm the correct size and complete set for each bed. |
| ☐ Make beds to the property photo standard; smooth, tuck, fluff, and lint-roll. | ☐ Check under beds, nightstands, drawers, closets, luggage racks, and behind doors. |
| ☐ Dust furniture, lamps, headboards, frames, blinds, vents, baseboards, and reachable surfaces. | ☐ Clean mirrors and glass; remove fingerprints from doors and switches. |
| ☐ Vacuum/sweep edges and under reachable furniture; mop approved floors. | ☐ Confirm lamps, ceiling lights, fan, outlets, blinds, and curtains operate. |
| ☐ Reset hangers, extra blankets, pillows, and approved closet contents. | |

Living + dining

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| ☐ Remove trash, food, sand, crumbs, and guest belongings from visible and hidden areas. | ☐ Vacuum sofas and chairs, including under cushions when permitted; check for stains or damage. |
| ☐ Dust and clean tables, shelves, decor, lamps, frames, blinds, fans, vents, and baseboards. | ☐ Clean remotes and controllers; return them to the assigned location. |
| ☐ Test televisions, Wi-Fi when required, and obvious guest-use electronics. | ☐ Reset furniture, pillows, throws, games, books, and decor to the property standard. |
| ☐ Clean entry glass, sliding-door tracks, and reachable balcony-door surfaces. | ☐ Sweep/vacuum and mop all floors, corners, rugs, and high-sand areas. |

Laundry, inventory + property reset

The next guest should not inherit the last guest's missing towel, dead remote battery, empty soap, or parking confusion.

Laundry + linen control

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| ☐ Count linen and towel loads; keep the property's items separated from other units. | ☐ Treat stains according to approved process; never hide a damaged item in a backup stack. |
| ☐ Dry fully before folding or storing; prevent damp linen and mildew odor. | ☐ Clean washer seal, detergent area, dryer lint screen, and visible laundry area. |
| ☐ Return labeled backups to the correct bed or storage zone. | ☐ Report discarded, damaged, missing, or low-par linen inventory with photos. |

Consumables + access items

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| ☐ Restock only the approved quantities; report low backstock before it becomes an emergency. | ☐ Check toilet paper, paper towels, trash bags, soaps, dishwasher supplies, coffee setup, and laundry supplies. |
| ☐ Confirm parking passes, pool bands, keys, fobs, remotes, and gate cards are present and correctly placed. | ☐ Update the property inventory log for missing, damaged, discarded, or replenished items. |
| ☐ Confirm owner closet is locked and guest cabinets are organized. | ☐ Remove expired, leaking, unapproved, or heavily worn items according to manager instructions. |

Exterior + amenity check

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| ☐ Sweep entry, balcony, patio, or porch as assigned; remove trash and obvious debris. | ☐ Wipe outdoor furniture and reset it safely; report rust, tears, instability, or storm damage. |
| ☐ Check door, windows, screen, railing, and visible exterior lighting. | ☐ Confirm grill, golf cart, beach gear, pool items, or bikes only when included in the property checklist. |
| ☐ Do not advertise, unlock, or stage an amenity that is unavailable or unsafe. | |

The final inspection

Walk the property as the incoming guest. Then document it as the owner who is not there.

Guest-ready walk-through

- ☐ No visible hair, sand, crumbs, dust, sticky residue, trash, pests, or strong fragrance.
- ☐ Beds are complete, smooth, lint-free, and match the approved configuration.
- ☐ Bathrooms are dry, stocked, odor-free, and photographed with toilet lids closed.
- ☐ Kitchen is dry, organized, stocked, and free of leftover food.
- ☐ Every required light, fan, thermostat, television, remote, lock, and obvious appliance is reset.
- ☐ Windows and exterior doors are secured; curtains/blinds and thermostat match instructions.
- ☐ Parking passes, keys, wristbands, and welcome items are in the assigned location.
- ☐ Trash is removed and property-specific checkout/reset tasks are complete.
- ☐ Entrance is clean; door locks properly; the guest code or access method is ready.

Required photo record

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| ☐ Entry and lock area | ☐ Each made bed |
| ☐ Each bathroom | ☐ Kitchen counters and appliances |
| ☐ Living and dining areas | ☐ Balcony/patio when included |
| ☐ Thermostat reading | ☐ Parking passes/keys/wristbands |
| ☐ Restocked supplies | ☐ Any damage or maintenance concern |

PROPERTY	CLEANER	DATE / TIME	FINAL RESULT
_____	_____	_____	☐ READY ☐ HOLD / ISSUE

Luxe reporting standard

Owner visibility matters. Submit the completed checklist, before/after photos, cleaner notes, maintenance concerns, and inventory updates through the assigned property system.

Reference: Airbnb's public cleaning guidance emphasizes clean surfaces and floors, fresh stain-free linens, disinfected bathrooms, refilled soaps, and removal of personal items. This Luxe checklist adds property-specific inspection, inventory, and documentation standards.

[Airbnb public cleaning checklist](#)