

SCHOFIELDS
insurance



HOLIDAY COTTAGE CHANGEOVER CHECKLIST





KITCHEN

Done

Notes

- Wipe down worktops, sink, units, chairs, tables and baby equipment.
- Clean appliances (oven, refrigerator, microwave, dishwasher, toaster, coffee machine) and check they are working. Hard to clean items such as the oven and barbeque should be tackled early on during the changeover, as you may need to apply a cleaning fluid and leave it to soak while you get on with other tasks.
- Sweep and mop the floor.
- Organise cupboards.
- Restock washing up liquid, dishwasher tablets, bin bags, dishcloths and replenish hand soap.
- Put out 2 clean tea towels.
- Empty bins and disinfect.
- Wipe place mats and coasters.
- Check cutlery, pots, pans, crockery, glassware and utensils for grime, breakages or chips.



LOUNGE

Done

Notes

- Dust and wipe over all the surfaces – furniture, blinds, picture frames, shelves, window sills, skirting boards, ornaments, lamps and get rid of glass rings.
- Vacuum furniture, including under the couch cushions.
- Remove any cobwebs.
- Clean windows and any internal glass doors.
- Empty the wastebasket.
- Check remotes and batteries.
- Clean the log stove.
- Throw out any surplus magazines.
- Floors should be one of the last jobs on your list. If you're in a Mediterranean or hot country with tiled flooring, then sweeping, mopping or steaming is a relatively quick job. You can almost finish up on your way out the door!



BATHROOMS

Done

Notes

- Remove leftover toiletries.
- Empty bin.
- Wipe down units and countertop.
- Clean shower, bath, sink (use grout cleaner if needed).
- Remove any plughole debris.
- Check silicone for mould/pink stains.
- Clean mirror.
- Shine taps.
- Clean toilet.
- Wipe bath mat.
- Mop floor.
- Restock liquid hand soap, toiletries and toilet paper.
- Supply clean towels.
- Double check the plumbing for leaks or potential problems.



BEDROOMS

Done

- Stripping and making the beds should be one of the main tasks, especially if you have to wash the linen while you get on with other jobs. It is a good plan to have at least three sets of sheets and towels. Preferably Egyptian cotton.
- Check for wear and tear or stains on linen, mattress covers, throws and pillows.
- Check under the bed and in drawers for personal belongings left by guests.
- Vacuum the floor and under beds.
- Dust furniture, clean mirrors and windows.

Notes

Large empty light blue area for taking notes.



EXTERIOR

Done

Notes

- Wipe down outdoor furniture.

- Check for dog muck if you are pet-friendly.

- Clean barbeque.

- Make sure paths are clean and not slippery.

- If you have a hot tub check the water, chemicals and that it's working properly. Don't forget to inspect the cover for damage. Follow the relevant health and safety. However, it's a good idea to outsource maintenance to qualified professionals.



LAUNDRY

Done

Notes

- Are the washer and dryer empty?
- Clean out the dryer fluff trap.
- Check there are enough pegs.
- Check the clothes airer and ironing board function ok.
- Restock washing machine detergent.



IS EVERYTHING OK?

Check

Notes

Heating/hot water

Wi-Fi

Light bulbs

TV

DVD

AC

SAFETY CHECKS

It's important to ensure that your property not only looks perfect but is also safe for guests. Check furniture is suitable to use and look for trip hazards. In addition to Portable Alliance Testing (PAT), visually check your electrical appliances are safe to use. Look out for cuts in wires and any other signs of damage. Replace faulty items immediately.

It is also vital that you test all smoke and carbon monoxide alarms are working. Check the fire extinguisher and fire blanket can be located easily.