

Changeover Checklist

DATE: / /

TIME IN

TIME OUT

People coming in : Adults Teenagers / children Infants Pets

Boiler is to be left on or off : On / Off

3 sets of keys (5 in all) found and put back : Yes / No

Is the Help Sheet book present : Yes / No

Kitchen

Towel & dish cloths exchange Wash up Refill sugar / tea / biscuits Cooker / hob / window clean dog bags / bin bags	Microwave clean Toaster clean Fridge / freezer clean Each Cupboard and drawers clean Cupboard near lounge door	Cupboard with boiler Cobwebs and duster Hoover Bulbs working Put cake / card on table
Comments		

Main (back) bedroom

Bed linen exchange Remake bed Window & Mirror clean	Cupboards / drawers clean Torch still working	Cobwebs and duster Hoover Bulbs working
Comments		

2nd (front) bedroom

Bed linen exchange Cupboards / drawers clean Cobwebs and duster	Remake bed Torch still working	Hoover Window & Mirror clean Bulbs working
Comments		

Bathroom

Wipe down bath & bath mat Toilet works Towels exchange Window & Mirror clean Each tap works	Dressing gowns x 2 Wipe down toilet Hot water comes through Cobwebs and duster Wipe down basin Toilet paper	Hoover Wipe cupboard above toilet Toiletries (soap / shower gel) Long bath mat in bath Bulbs working
Comments		

Lounge

TV remote control is there Put TV , leave 5 mins and go to youTube (checking wi-fi)	Check shelf content Window & Mirror clean Llandudno map & other bump	Cobwebs and duster Hoover Bulbs working
Comments		

Outside / garden

Check shed with washing machine & dryer	Check shed with nothing in Check bins and bags	Check garden in general and for dog poo Check furniture
Comments		

Other Work Completed Or Other Comments