

## Changeover Checklist

DATE: ..... / ..... / .....

TIME IN .....

TIME OUT .....

People coming in : Adults ..... Teenagers / children ..... Infants ..... Pets .....

3 heaters checked they are working : On / Off

2 keys 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 Washing machine	Try tap to confirm hot water ok Cobwebs and duster Hoover Bulbs working Put cake / card on table
Comments		

### Lounge

TV remote control is there Put TV , leave 5 mins and go to youTube (checking wi-fi) Window & Mirror clean	Check shelf games Check shelf books Count the OS Maps Llandudno map & other bump	Cobwebs and duster Hoover Bulbs working 2 x Z-Beds
Comments		

### Spare Room

	Go in and check it hasn't blown away	
Comments		

### Bedroom

Bed linen exchange Remake bed Window & Mirror clean	Torches still working Hoover Check slippers	Cobwebs and duster Bulbs working
Comments		

### Bathroom

Wipe down shower Any smells Toilet works Towels exchange Mirror clean Shower / each tap works	Dressing gowns x 2 Wipe down toilet Hot water comes through Cobwebs and duster Wipe down basin	Hoover Check cupboard near toilet Check cupboard under basin Toiletries (soap / shower gel) Bulbs working Toilet paper
Comments		

### Outside Area

Check stairs	Check common area inside main property door	Check driveway
Comments		

Other Work Completed Or Other Comments