

Optus Glean — Holiday Let & Airbnb Changeover Checklist

The room-by-room turnover sequence, guest-out to guest-ready. Ireland, 2026.

The 7-Step Sequence (work in order — laundry first)

- **1. Strip linen & start the laundry clock.** Bag all used bed linen and towels first; log stains or damage.
- **2. Clear & reset the kitchen.** Fridge, dishwasher, hob, worktops, sink, kettle; restock tea/coffee/tablets.
- **3. Deep-clean the bathrooms.** Descale toilet/basin/bath/shower, polish mirror & chrome, replace toiletries, fold fresh towels.
- **4. Make up the bedrooms.** Fresh linen, hospital corners, check under beds, reset to listing-photo layout.
- **5. Vacuum, mop & dust living areas.** Top-down; wipe high-touch points; finish on the floors.
- **6. Restock consumables & check inventory.** Loo roll, soap, coffee, bin liners; count linen par; log missing items.
- **7. Final walkthrough & guest-ready photo.** Check alarms; photograph each room as dated proof.

Kitchen

- Empty/wipe fridge & freezer; remove guest food
- Run/empty dishwasher; wipe front & seal
- Degrease hob, oven front, extractor, splashback
- Clean & descale sink, taps, kettle
- Wipe worktops, cupboard fronts, bin
- Restock tea, coffee, dishwasher tablets, welcome items
- Mop floor, including under moveable items

Bathrooms

- Descale & disinfect toilet, base & behind
- Clean shower, screen, bath, tiles; clear plughole
- Descale & polish taps, basin, chrome
- Polish mirror streak-free
- Replace toiletries, toilet roll; fold fresh towels
- Wipe extractor vent; mop floor

Bedrooms

- Strip & replace linen; hospital corners
- Check under beds & behind headboards
- Empty & wipe wardrobes and drawers
- Dust surfaces, sills, skirting; wipe switches/handles
- Reset room to listing-photo layout
- Vacuum or mop floor

Living Areas

- Dust top-down; wipe remotes, switches, handles
- Plump cushions; reset furniture to listing layout
- Clear any guest items left behind
- Vacuum & mop, finishing on floors
- Check welcome book, Wi-Fi card, registration-number display

Consumables & Final Check

- Restock loo roll, soap, coffee, tea, bin liners, amenities to par
- Count linen & towel sets (three sets per bed)
- Log missing or damaged inventory
- Check smoke & carbon-monoxide alarms work
- Final walkthrough; dated guest-ready photo of each room

Tip: a managed monthly programme runs this exact checklist on every turnover with a named, vetted, PAYE-employed cleaner and files a dated guest-ready photo per unit — register-ready as Ireland's Short-Term Letting (STL) Register formalises through 2026.