EVOLVE PRE-STAY WALKTHROUGH **CHECKLIST**

Date of Service:



Please enter the date of the walkthrough in the box at the top of the checklist. As you perform the walkthrough, go down the column and initial the appropriate box when each task is complete.

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| **CLEAN** | INITIAL | COMMENTS |
| Ensure housekeeping closet is locked for stocked items and supplies you do not want the guests to access (there should be another area for cleaning materials like brooms, mops and a vacuum that guests can access) |  |  |
| Look around for dusty surfaces and look closely for cobwebs |  |  |
| Ensure all trash has been removed, surfaces clean, refrigerator, dishwasher and laundry machines are all emptied and clean, kitchen and paper goods are fully stocked, things are organized, and bedrooms and bathrooms are welcoming in appearance |  |  |

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| **SAFE** | INITIAL | COMMENTS |
| Test all smoke alarms to ensure they are working |  |  |
| Make sure all fire extinguishers are in good condition and easy to locate *(under sink or visible in kitchen)* |  |  |
| First aid kit is easy for guest to find and fully stocked |  |  |
| Ensure flashlight is in good working order and easy to locate *(under sink or visible in kitchen)* |  |  |
| Ensure all doors and windows are locked before leaving the property, prior to guests’ arrival |  |  |

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| **GUEST READY** | INITIAL | COMMENTS |
| Set the thermostat to a comfortable level prior to guests’ arrival |  |  |
| Ensure lights are left on in strategic parts of the home so it feels warm and welcoming to guests throughout the home *(entryway, kitchen, and master bedroom)* |  |  |
| Ensure everything is organized and neatly presented for guests like books, games, towels, guest book / guest welcome sheet, etc. |  |  |
| Ensure homeowner’s personal belongings are put away and locked up |  |  |
| Ensure that all lights *(both inside and out)* and lamps work and replace any non-working bulbs |  |  |
| Ensure all electronics like televisions, stereos and game systems are in working order including all remote controls |  |  |
| Check to see that the wireless internet connection is working |  |  |
| Make sure all appliances are wiped down, cleared of materials and fridge is set to an appropriate temperature |  |  |
| Check all faucets and shower heads for flowing hot and cold water |  |  |
| Ensure home is accessible by testing the keyless entry code or lockbox code. Be sure they match what the incoming guest’s instructions provide. If keys are used, ensure they are placed in the proper location for the home |  |  |
| Ensure that the lighting in the entryway is sufficient for guests to see the keypad or lockbox and the entrance and walkway are cleared of clutter or objects that could trip them |  |  |
| **Guest Book / Guest Welcome Sheet** | | |
| Make sure it is in good condition and placed somewhere that guests can easily see it |  |  |
| Ensure all information is up to date |  |  |
| Provide emergency numbers and the number of your Primary Contact for guests |  |  |
| Instruct guests who to call for issues *(we recommend guests not trouble neighbors)* |  |  |
| Include special instructions for things like remote controls, audio and visual systems, hot tub, thermostats, pets if you allow them, and any other important requests you have for your guests |  |  |

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| **AS ADVERTISED -** *Perform a quick walkthrough of each room using the checklists below* | INITIAL | COMMENTS |
| **Kitchen** | | |
| Provisions are stocked like coffee filters, ground coffee, creamers, tea bags, salt and pepper, olive oil, etc. |  |  |
| Dishwasher and fridge are emptied and clean |  |  |
| Fresh kitchen towels are stocked |  |  |
| **Laundry** | | |
| Washer and dryer are empty and lint is removed from dryer |  |  |
| Trash is emptied |  |  |
| Stocked with laundry detergent |  |  |
| **Bedrooms** | | |
| All beds are made with clean linens, nicely presented, and check underneath for any trash or items left from previous guests |  |  |
| Closet is stocked with hangers and additional blankets and pillows |  |  |
| Alarm clock is set to correct time and alarm is turned off |  |  |
| **Bathrooms** | | |
| Stocked with clean towels, toilet paper, and soap |  |  |
| Neatly lay out bathroom amenities like shampoo, conditioner, soap and lotion for guests |  |  |
| Do a quick check of toilet and shower/tub for cleanliness |  |  |
| **Exterior** | | |
| Porches, patios and decks are swept and free of trash |  |  |
| Lights work appropriately |  |  |
| Grill is clean and ready to use *(gas is turned off)* |  |  |
| Hot tub/pool are ready for guest use |  |  |
| Tables and chairs are neatly arranged |  |  |

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| **ADDITIONAL –** *Use these entries to provide specific walkthrough items for your service provider* | INITIAL | COMMENTS |
| *Example: Leave lights on in master bedroom* |  |  |
| *Example: Set out welcome basket on kitchen counter* |  |  |
| *Example: Make sure the community pool keycards are on the entryway table with the guest welcome sheet* |  |  |
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Vacation Rental Checklists Courtesy Of:



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