Check list for Holiday Owners

General

Provide spare light bulbs and batteries for all the remotes

Put felt pads under furniture to protect the floor from scratching

Put coasters under any furniture with wheels

Remove any personal items such as photos, and sentimental items

Lock up all linen including tea towels

Unplug any home phones

Leave modem in an area accessible by the guests.

Network name and Password to be on sticker on device

Ensure Internet is unlimited and the network name and Password are provided to Awaba Properties

Property to be pest sprayed for cockroaches, and ants

Living Room

Check all furniture, rugs, carpet and floors have no rips, tears, stains and are in good condition.

Wash/Steam Clean cushion covers

Steam clean any upholstery if it requires it

If you have an animal all carpet, upholstery and rugs will need to be steam cleaned prior to guests arrival.

Put in new batteries to all remotes, smoke alarms and other such devices.

Detailed instructions on how to work all electronics (in guest handbook template we provide)

Pack away any faulty electrical equipment

Log out of all devices and set up a guest password for AppleTV, Netflix and cable TV accounts. (Password to go in guests manual and a sticker to go on the device)

Kitchen

Empty Pantry (spices, salt and pepper and unopened tins can remain if you don’t mind guests using them)

Thoroughly clean oven and microwave.

Wipe out cupboards and ensure all hinges are in working order

Clean out fridge and freezer. Wipe all surfaces.

Check all appliances are in working order and clean.

Run Dishwasher with a dishwashing cleaner in it. Fill up the rinse aid.

Remove any alcohol

Remove any sentimental or expensive crockery items

Check all crockery is not chipped or damaged.

Leave crockery and cutlery for twice the maximum number of guests

Think of getting a glass top to protect tables and cabinets especially if they are French polished.

Stairs

Check the balustrade and railings are secure

Repair any loose carpet

Bedrooms

Clear ½ the robes for the guests to use in each of the bedrooms. Lock the sections you are using.

Clear out draws and bedside tables

Leave new mattress protectors, pillow protectors for each pillow, doona’s, doona protectors, extra blankets and pillows including all sofa beds and trundle beds.

Bathrooms

Treat any mouldy areas

Remove any mouldy grout/silicone and have it re-grouted/resealed.

If you have a shower curtain new one to be put in prior to guests

Check all lights an extractor fans are working and clean

Clean out all cupboards including all medicines

Remove any products from the shower including body sponges

Leave 1 new hair dryer

Laundry

Clean out lint filter for dryer.

Ensure there is a Clothes Airer (free from rust), Iron (cleaned and steam comes out clean), Ironing board with undamaged cover.

Leave instructions for how to operate washing machine Dryer (details to go in guest handbook template provided by Awaba)

Outside

Ensure all balconies, railings, fences and flooring are stable and safe.

Check height of balcony railings are compliant

Get Gardener to tidy garden, weed, remove any dead branches and mulch garden beds.

Arrange gardener to maintain gardens regularly (every 2 weeks) whilst you are away

Ensure automatic watering system is installed and functioning

Clean BBQ, fit pitts and outdoor heaters and ensure gas bottle is full if needed and or extra wood is provided.

Jet blast mouldy or mildew from all outdoor surfaces

Remove cobwebs

Clean out gutters

Remove any stray item including pet toys.

Ensure outdoor lighting is operational

Ensure all pathways and stairs are safe and all gates are functioning and secure

Parking, provide parking dimensions

Windows to be cleaned and sparkling

POOL

Check pool is compliant with the council and obtain certificate

Organise regular pool cleaner

Leave detailed pool instructions (in guest handbook template provided)

Safety

Provide fire extinguisher, fire blanket and first aid kit

Repair leaking taps, broken tiles, etc

Patch and holes in walls

Check smoke alarms functioning

INSURANCE

Get landlord and Tenants insurance

Take photos of contents and of your home

Lock away any valuables

Your Almost there…. Final bits

Provide 4 sets of keys for Awaba Properties

Arrange rubbish to be placed out on street when required (Awaba can arrange this at a fee)

Let Awaba know of any areas which could be affected by heavy rain

Cleaners come in to set up the property prior to guests arrival