SITE survey. APP

SITE SURVEY REPORT

Holiday Let Changeover Checklist

Prepared for	Coastal Cottages Ltd
Date	10 Oct 2026
Site	Seaview Cottage
Prepared by	J. Penrose

FORM

Holiday Let Changeover Checklist

1. Changeover

Project	Seaview Cottage: Saturday changeover (completed example)
Client	Coastal Cottages Ltd
Site	Seaview Cottage
Site address	3 Harbour Row, Port Isaac
Changeover date	10 Oct 2026
Cleaner or team	Tide Cleaning (2 people)
Departing booking	Booking 4471
Arriving booking	Booking 4502
Next guests arrive	16:00

2. Rooms

Rooms 1: Living room

Room	Living room
Done	Surfaces and dusting, Floors, Windows and mirrors
Damage or missing items?	No

Photos



Rooms 2: Kitchen

Room	Kitchen
Done	Kitchen and appliances cleaned, Floors, Bins emptied
Damage or missing items?	Yes
What	One wine glass missing from the set of six.

Rooms 3: Main bedroom

Room	Main bedroom
Done	Beds made with fresh linen, Surfaces and dusting, Floors
Damage or missing items?	No

Rooms 4: Bathroom

Room	Bathroom
Done	Bathroom cleaned, Towels replaced, Floors
Damage or missing items?	No
Rooms with damage or missing items	1

3. Safety, keys and supplies

Fire safety checks	Smoke and heat alarms tested, CO alarm tested, Escape routes clear, Exit doors open easily, Emergency lights or torches work, Fire blanket in place, Fire safety notice in place

> In England, the Regulatory Reform (Fire Safety) Order 2005 applies when you charge someone to stay and the property is not occupied as a private dwelling, even for one night. The GOV.UK guide for small paying guest accommodation says that in self-catering lets the weekly and monthly fire safety checks, such as testing smoke and heat alarms, should be done at each change of occupancy, and a record kept.

Keys returned or key safe code changed?	Yes
Restocked	Toilet paper, Tea, coffee and milk, Welcome pack
Lost property found?	Yes
Item and where it is kept	Child's jumper, bagged in the hall cupboard.
Ready for the next guests?	Ready with notes
Notes for the host	Replace the missing wine glass before 16:00 if possible.
Completed by	J. Penrose

Signature

