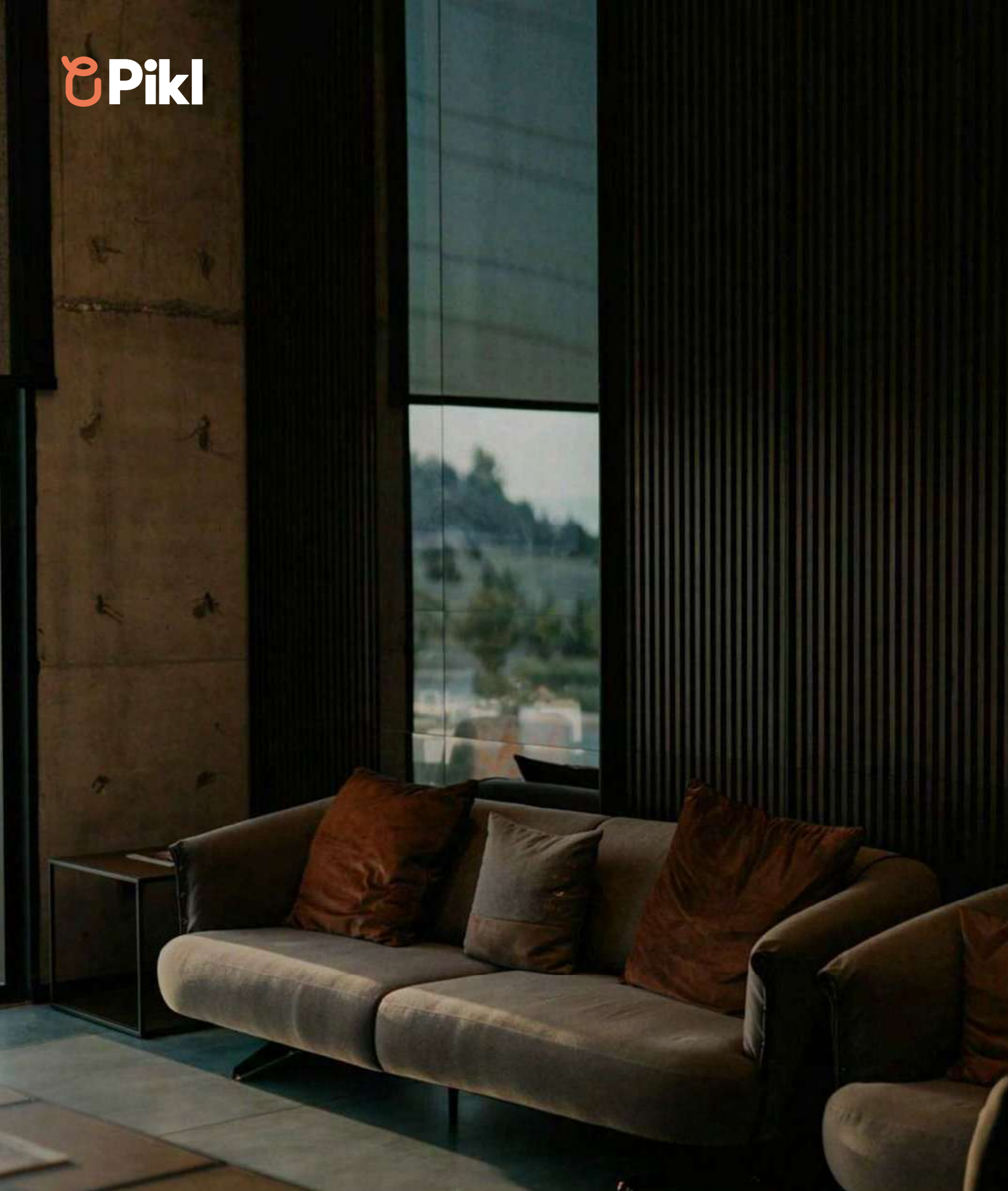




HOLIDAY LET

Inventory checklist

Room-by-room holiday let inventory checklist



Kitchen and dining area

- | | |
|---|--|
| ☐ Fridge and freezer | ☐ Dining table and chairs |
| ☐ Children's highchair | ☐ Oven, hob, and extractor |
| ☐ Microwave | ☐ Kettle |
| ☐ Toaster | ☐ Dishwasher |
| ☐ Coffee machine, cafetière or similar | ☐ Bins and recycling |
| ☐ Saucepans | ☐ Frying pans |
| ☐ Baking trays | ☐ Ovenproof dish |
| ☐ Mixing bowls | ☐ Colander/sieve |
| ☐ Measuring jug | ☐ Measuring spoons |
| ☐ Chopping boards | ☐ Kitchen knives |
| ☐ Peeler | ☐ Grater |
| ☐ Tin opener | ☐ Corkscrew and bottle opener |
| ☐ Kitchen scissors | ☐ Utensils |
| ☐ Oven gloves | ☐ Cutlery, plates & bowls |
| ☐ Mugs and glasses | ☐ Coasters and table mats |
| ☐ Serving spoons | ☐ Jug |
| ☐ Tea towels and kitchen roll | ☐ Washing-up liquid |
| ☐ Sponge/brush | ☐ Dishwasher tablets |
| ☐ Surface spray | |

Living room

- | | |
|---|---|
| ☐ Sofa and chairs | ☐ Coffee table & side tables |
| ☐ Lamps & light fixtures | ☐ Curtains/blinds |
| ☐ Rugs and mats | ☐ Cushions and throws |
| ☐ TV and remote | ☐ Books, games, and cards |

Bedrooms

- | | |
|--|---|
| ☐ Bed frames and mattresses | ☐ Mattress protectors and sheets |
| ☐ Duvets | ☐ Pillows |
| ☐ Duvet cover and pillowcases | ☐ Spare bedding sets |
| ☐ Bedside tables and lamps | ☐ Wardrobes and hangers |
| ☐ Chests of drawers | ☐ Mirrors |
| ☐ Curtains/blinds | ☐ Waste bins |
| ☐ Fan or extra blankets | ☐ Cot |

Room-by-room holiday let inventory checklist – continued



Bathrooms

- | | |
|--|---|
| ☐ Toilet | ☐ Basin and plug |
| ☐ Shower and/or bath | ☐ Shower screen/curtain |
| ☐ Mirror | ☐ Extractor fan |
| ☐ Toilet brush and holder | ☐ Bath mat |
| ☐ Towel rail/hooks | ☐ Hand soap |
| ☐ Toilet roll | ☐ Shampoo/conditioner/shower gel |
| ☐ Hairdryer | ☐ Bath towels |
| ☐ Hand towels | ☐ Spare towels |

Utility/laundry

- | | |
|--|--|
| ☐ Washing machine | ☐ Tumble dryer/drying rack |
| ☐ Iron and ironing board | ☐ Vacuum cleaner |
| ☐ Mop and bucket or spray mop | ☐ Broom, dustpan, and brush |
| ☐ Laundry detergent | ☐ Cleaning cloths and sponges |
| ☐ All-purpose cleaner | ☐ Rubber gloves |
| ☐ Spare bin liners | |

Outdoors

- | | |
|--|---|
| ☐ Outdoor table, chairs, and cushions | ☐ Parasol and base |
| ☐ BBQ | ☐ Sun loungers |
| ☐ Key safe/keypad | |

Holiday let essentials checklist

Safety equipment

- | | |
|--|---|
| ☐ Smoke alarms | ☐ Carbon monoxide alarms |
| ☐ Fire extinguisher | ☐ Fire blanket |
| ☐ Clear escape routes | ☐ Emergency exit signs |
| ☐ Basic first aid kit | |

Welcome pack

- | | |
|--|---|
| ☐ Small selection of snacks | ☐ Tea, coffee, and sugar |
| ☐ Milk and suitable alternatives | ☐ Allergens clearly labelled |
| ☐ Discount code for repeat booking direct (if applicable) | |

Important information

- | | |
|---|--|
| ☐ Wi-Fi network name and password | ☐ House rules |
| ☐ Appliance instructions where applicable | ☐ Waste and recycling instructions |
| ☐ Check-out time and actions required | ☐ Host/property manager contact information |
| ☐ Emergency guidance, details, and instruction | ☐ Useful local information |

Inventory checklist examples for specific guests

Family-friendly inventory list

- | | |
|--|--|
| ☐ Children's high chair | ☐ Cot |
| ☐ Travel cot mattress and fitted cot sheets | ☐ Stair gate |
| ☐ Bed guard | ☐ Changing table |
| ☐ Blackout blind or blackout lining in at least one bedroom | ☐ Night light |
| ☐ Cupboard and drawer locks for cleaning product cupboards | ☐ Fireguard for open fires or accessible stoves |
| ☐ Window restrictors where needed | ☐ Non-slip rug underlay for loose rugs |
| ☐ Anti-slip bath mat | ☐ Child-friendly plastic plates and bowls |
| ☐ Child cutlery and small spoons | ☐ Microwave-safe lidded containers |
| ☐ Child step stool | ☐ Age-mixed wipe-clean toys |
| ☐ Puzzles | ☐ Colouring books and washable crayons |
| ☐ Toy storage box or basket | ☐ Picnic rug |
| ☐ Bucket and spade or simple outdoor toy set | |

Inventory checklist examples for specific guests – continued



Luxury and premium stays

- ☐ High-quality mattress toppers and supportive pillows
- ☐ Fluffy bath towels and hand towels with spares
- ☐ Luxury hand soap and bath and shower products
- ☐ Hairdryer
- ☐ Smart TV with streaming access
- ☐ Bluetooth speaker
- ☐ Selection of teas, coffee, sugar, and fresh milk on arrival
- ☐ Still and sparkling water on arrival
- ☐ Wine glasses and champagne flutes
- ☐ Ice cube tray or ice maker
- ☐ Iron and ironing board
- ☐ Hot tub
- ☐ Swimming pool
- ☐ Poolside loungers
- ☐ Plush throws for indoors and outdoors
- ☐ Guest guide with premium local recommendations and experiences
- ☐ Premium bed linen with spare sets per bed
- ☐ Bathrobes and slippers
- ☐ Shampoo and conditioner
- ☐ Blackout blinds or blackout lining in bedrooms
- ☐ High-speed Wi-Fi
- ☐ Coffee machine with pods
- ☐ Welcome hamper with local produce
- ☐ Quality cookware and sharp kitchen knives
- ☐ Corkscrew and bottle opener
- ☐ Cloth napkins
- ☐ Luxury candles or a reed diffuser
- ☐ Hot tub towels with spares
- ☐ Pool towels with spares
- ☐ Outdoor seating with quality cushions
- ☐ BBQ with tools

Longer-stays and remote workers

- ☐ Dedicated workspace with a proper desk or table
- ☐ Desk lamp
- ☐ Fast, reliable Wi-Fi
- ☐ Ethernet cable and adapter
- ☐ Monitor
- ☐ Keyboard and mouse
- ☐ Basic stationery
- ☐ Printer and spare paper
- ☐ Comfortable, adjustable chair
- ☐ Multiple accessible plug sockets and USB charging points
- ☐ Wi-Fi booster or mesh node where needed
- ☐ Extension lead
- ☐ HDMI cable
- ☐ Laptop stand
- ☐ Notepad
- ☐ House guide with quiet hours and work-friendly spots nearby
- ☐ Chest of drawers with empty space
- ☐ Blackout blinds or blackout lining in bedrooms
- ☐ Extra towels per guest
- ☐ Tumble dryer or drying rack
- ☐ Laundry detergent and stain remover
- ☐ Vacuum cleaner
- ☐ Full kitchen cookware and storage containers
- ☐ Food storage bags or wraps
- ☐ Bin liners and recycling bags
- ☐ Smart TV with streaming access
- ☐ Plenty of hangers and wardrobe space
- ☐ Full-length mirror
- ☐ Extra bedding set per bed
- ☐ Washing machine
- ☐ Laundry basket
- ☐ Iron and ironing board
- ☐ Mop and bucket or spray mop
- ☐ Sharp kitchen knives and chopping boards
- ☐ Cleaning supplies for mid-stay refreshes
- ☐ Spare light bulbs and batteries
- ☐ Books and games for downtime

Inventory damage checklist and insurance



- | | |
|---|---|
| ☐ Water damage: stains, damp patches, mould, warped flooring | ☐ Plumbing leaks: under sinks, around toilets, showers, baths, radiators |
| ☐ Fire and smoke damage: scorch marks, burns, strong odours, soot staining | ☐ Storm and weather damage: roof leaks, water ingress, damage to fences, gates, outbuildings |
| ☐ Glass breakage: windows, mirrors, shower screens, doors for cracks or chips | ☐ Flooring damage: tears, deep stains, burns, lifting edges, cracked tiles |
| ☐ Walls and ceilings: new dents, holes, heavy scuffs, water staining | ☐ Furniture damage: beds, sofas, tables, chairs for breakage or instability |
| ☐ Appliance damage: visible impact damage or faults linked to misuse | ☐ Theft or missing items: confirm the presence of high-value items (TVs, speakers, small appliances, outdoor furniture) |
| ☐ Hot tub and pool damage: covers, surrounds, equipment, missing parts | ☐ Outdoor damage: BBQs, patio areas, garden furniture |
| ☐ Malicious damage: deliberate breakage, graffiti, intentional damage | |

NOTES & COMMENTS

Date: _____

Completed by: _____