

Holiday Home Turnover Checklist for Dubai Hosts

Use this checklist for every changeover between two guests. It goes room by room, marks the moments to take a photo as proof, and ends with a restock list and a final guest-ready check. Print it or save the PDF for your team.

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A turnover has one job: the next guest should walk into a home that looks like nobody has stayed there. In Dubai that also means beating sand on balconies, hard water marks on taps and glass, and same-day check-ins with only a few hours between guests.

Points marked **Photo** are where a photo protects you. A photo of the unit as the guest left it supports a damage claim on Airbnb or Booking.com, and a photo of each finished room shows the unit was ready before check-in.

1. On arrival: check before you clean

- ☐ Open the door and take a photo of each room as the guest left it, before you touch anything.  PHOTO
- ☐ Check for damage, stains, missing items and anything left behind. Photograph each one and tell the host straight away.  PHOTO
- ☐ Check the air conditioning, lights, hot water, taps and toilet flush. Report leaks or faults before you clean.
- ☐ Open the curtains, switch the AC to a fresh-air or fan setting and start the first load of laundry.
- ☐ Collect all rubbish from every room and take it to the building bins.

2. Bedrooms

- ☐ Strip every bed. Check mattress protectors and pillows for stains; change them if marked.
- ☐ Make each bed with fresh sheets, pillowcases and a clean duvet cover, corners tight and pillows even.  PHOTO
- ☐ Dust bedside tables, lamps, headboards, shelves and the top of the wardrobe.

- ☐ Check inside wardrobes and drawers for guest items. Set out the hangers (at least six per wardrobe).
- ☐ Wipe mirrors, light switches, door handles and remote controls.
- ☐ Vacuum under the bed and behind the doors, then mop hard floors.

3. Bathrooms

- ☐ Clean and disinfect the toilet inside and out, including the base, seat hinges and spray washer.
- ☐ Clean the shower, bathtub, glass screen and tiles. Remove hair from every drain.
- ☐ Clean the sink, taps and mirror. Polish taps until there are no water marks.
- ☐ Hang two fresh towel sets per guest room, plus a clean bath mat.  PHOTO
- ☐ Refill soap, shampoo, shower gel and toilet paper (leave one spare roll).
- ☐ Empty the bin, wipe it and put in a new liner. Mop the floor last.

4. Kitchen

- ☐ Wash, dry and put away every dish, glass and utensil. Run and empty the dishwasher.
- ☐ Empty the fridge of guest food. Wipe shelves, door seals and the freezer drawer.
- ☐ Clean the hob, the oven door, the microwave inside and out, and the extractor hood front.
- ☐ Wipe worktops, cupboard fronts, handles, the kettle and the coffee machine.
- ☐ Check the tableware count against the unit list, so each bedroom has its set.
- ☐ Empty the bin, wipe it and put in a new liner. Mop the floor.
- ☐ Photograph the finished kitchen from the doorway.  PHOTO

5. Living room, dining area and balcony

- ☐ Fluff and straighten cushions. Vacuum the sofa and check under the seat cushions.
- ☐ Dust the TV, TV unit, shelves, coffee table and decorations.
- ☐ Wipe the dining table and chairs. Wipe door handles, switches and remote controls.
- ☐ Sweep the balcony, wipe and set out the balcony furniture. Sand blows in fast, so do the floor last.

☐ Vacuum rugs and mop hard floors from the far corner back to the front door.

☐ Photograph the living room and the balcony.

 PHOTO

Linen and amenity restock list

Check these on every turnover. Keeping a second linen set per bed and two towel sets per room means a same-day turnover never waits for the laundry. If your unit is licensed as a holiday home, the [DTCM \(DET\) holiday home checklist](#) explains which of these items the guide expects.

☐ Bed linen: one set on each bed and a second set of sheets and pillowcases for every bed in the unit.

☐ Towels: two sets for each room (bath towel, hand towel and face cloth), plus bath mats.

☐ Bathroom: soap, shampoo, conditioner, shower gel and toilet paper.

☐ Kitchen: dish soap, a new sponge, bin liners, kitchen roll, and coffee, tea and sugar if you provide them.

☐ Cleaning kit for guests: a broom, mop, cloths and basic products, and a vacuum cleaner available on request.

☐ Safety: first aid kit present and complete, fire blanket and extinguisher in place.

☐ Guest guide, Wi-Fi details and house rules in their usual place.

☐ Write down anything that is running low, so it can be reordered before the next stay.

Guest-ready final check

☐ Walk through every room once more, from the front door, as if you were the guest.

☐ No hair in the bathroom, no crumbs in the kitchen, no marks on mirrors.

☐ Beds made, towels out, amenities stocked, rubbish gone.

☐ AC set to a comfortable temperature, curtains open or closed as the host prefers, lights off.

☐ Windows and balcony doors closed and locked.

☐ Laundry finished, or bagged and labelled for collection.

☐ Upload all photos and the damage report for the host before check-in time.

 PHOTO

- ☐ Lock the door and confirm the key, card or smart lock is set for the next guest.
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How LUMINA runs turnovers

Our own full-time cleaners, trained by LUMINA to European standards, follow a checklist like this one for each unit. Each check-out in your Airbnb, Booking.com or channel manager calendar becomes a cleaning job automatically, and you see the photos of every room in your portal before your guests arrive.

More free checklists for Dubai hosts: www.luminacare.ae/holiday-home-cleaning