

Vacation Rental Turnover Command

Turn every checkout into a documented guest-ready handoff.

Compressed turnovers split across cleaners, inspectors, and vendors create missed resets, supply gaps, weak damage records, and late check-ins.

01 BRIEF

CAPTURE ONCE. HAND OFF CLEANLY.

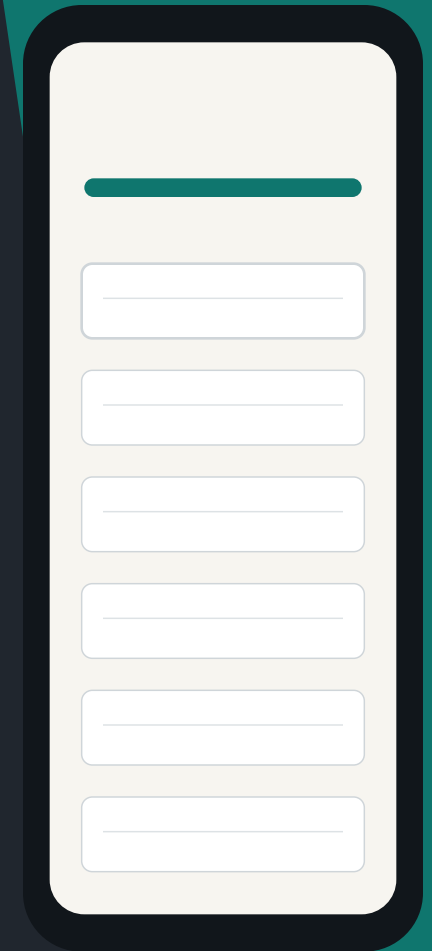
02 CAPTURE

CAPTURE ONCE. HAND OFF CLEANLY.

03 RESET

CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE



Turnover Brief

BRIEF

CAPTURE

RESET

RESTOCK

ESCALATE

RELEASE

PROPERTY OR UNIT

BOOKING REFERENCE

CHECKOUT AND CHECK-IN WINDOW

TURNOVER LEAD

FINAL INSPECTOR

ACCESS NOTES

INCOMING STAY REQUIREMENTS

APPROVAL OR SPEND LIMIT

REF	QUESTION / CONDITION	IMPACT	OWNER	DUE	STATUS

Exit Condition

BRIEF

CAPTURE

RESET

RESTOCK

ESCALATE

RELEASE

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

ID	FINDING / CHANGE	IMPACT	OWNER	DUE	STATUS

EVIDENCE SUMMARY / HANDOFF TREATMENT

Room-by-Room Reset

BRIEF

CAPTURE

RESET

RESTOCK

ESCALATE

RELEASE

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

ZONE	STANDARD	STATUS	PHOTO ID	ACTION	OWNER

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNNS / DECISION NEEDED

Linen and Restock

BRIEF

CAPTURE

RESET

RESTOCK

ESCALATE

RELEASE

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

ZONE	STANDARD	STATUS	PHOTO ID	ACTION	OWNER

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNNS / DECISION NEEDED

Damage and Maintenance

BRIEF

CAPTURE

RESET

RESTOCK

ESCALATE

RELEASE

NEW DAMAGE VISIBLE?

EXTRA CLEANING REQUIRED?

ACCESS PROBLEM PRESENT?

APPLIANCE OR DEVICE FAILED?

PROPERTY CONCERN NEEDS ESCALATION?

GUEST-READY RELEASE AT RISK?

ID	RISK / EXCEPTION	TREATMENT	OWNER	DUE	STATUS

Final Guest-Ready Check

BRIEF

CAPTURE

RESET

RESTOCK

ESCALATE

RELEASE

Final Guest-Ready Check

Mark only what was actually observed; use notes for limits and exceptions

- ☐ Parking and exterior presentation checked
- ☐ Outdoor amenities reset
- ☐ Remote controls present
- ☐ House guide in place
- ☐ Trash and recycling removed
- ☐ Lost property secured per policy
- ☐ Fridge cleared per property policy
- ☐ Windows and doors checked
- ☐ Supply shortage recorded
- ☐ Maintenance owner assigned
- ☐ Incoming guest needs staged
- ☐ Next action and deadline visible

OBSERVED EXCEPTION / LIMITATION

REQUIRED ACTION / OWNER / DUE

ID	FINDING	EVIDENCE	OWNER	DUE	STATUS

Release and Handoff

- BRIEF
- CAPTURE
- RESET
- RESTOCK
- ESCALATE
- RELEASE

Handoff gate

Close the record only when every exception has an owner and next step

- ☐ Before and after photo IDs complete
- ☐ Restock gaps resolved or flagged
- ☐ Guest-use devices ready
- ☐ Manager notified of exceptions
- ☐ Open issues assigned
- ☐ Access items returned
- ☐ Incoming needs staged
- ☐ Release status and time recorded

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS