Safely.com - Vacation Rental Property Maintenance Checklist

Depending on their nature and urgency, different maintenance activities need to be scheduled at varying intervals. Here's a go-to guide for property managers:

After Each Checkout

These tasks ensure that the property is ready for the next guest and any wear and tear from the previous stay is addressed immediately.

- ☐ Thorough cleaning of the entire property.
- ☐ Restocking essential supplies like toiletries, coffee, and paper goods.
- ☐ Checking and replacing any burnt-out light bulbs.
- ☐ Inspecting and resetting security features, such as alarms or access codes.

Weekly Tasks

Routine tasks that help maintain the property's appeal and functionality.

- ☐ Lawn mowing and basic landscaping.
- ☐ Pool cleaning and chemical balance checks, if applicable.
- ☐ Garbage disposal and recycling.

Monthly Tasks

These tasks move deeper into the property's upkeep.

- ☐ Detailed inspection for any signs of pests or infestations.
- ☐ Checking and cleaning HVAC filters.
- ☐ Inspecting and cleaning drains to prevent clogs.

Seasonal/Quarterly Tasks

Tasks that align with the changing seasons or that need attention every few months.

- ☐ Deep cleaning specific areas, like carpets or upholstery.
- ☐ Winterizing the property or preparing it for summer, depending on the location.
- ☐ Checking and servicing major appliances.
- ☐ Inspecting the exterior for any weather-related wear or damage.

Annual Tasks

Comprehensive tasks that ensure the property's longevity and safety.

- ☐ Roof inspection and gutter cleaning.
- ☐ Servicing and inspecting heating and cooling systems.
- ☐ Checking the property's foundation and exterior for any structural issues.
- ☐ Reviewing and updating the property's security systems and features.