



FREE WORKBOOK

Airbnb Turnover & Restocking Workbook

A practical planning workbook for owners and property managers who want a clear turnover scope, reliable restocking levels, linen accountability, and a repeatable guest-ready check.

INSIDE

Property setup / Turnover scope / Room checklist

Linens / Restocking par levels / Guest-ready quality check

REAL Bubbly Cleaning

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SECTION 01

Property profile

Use one workbook per listing. Complete this page before defining the turnover scope or asking for pricing.

LISTING NAME

PROPERTY ADDRESS

OWNER / MANAGER

PRIMARY PHONE

BEDROOMS / SLEEPING AREAS

BATHROOMS

MAXIMUM GUESTS

BOOKING AND TURNOVER CONTEXT

STANDARD CHECK-OUT TIME

STANDARD CHECK-IN TIME

TYPICAL TURNOVER WINDOW

TYPICAL NIGHTLY RANGE

GUEST CLEANING FEE

TYPICAL BOOKINGS PER MONTH

WHY THIS MATTERS

Two identical properties can still have different guest expectations, booking patterns, cleaning fees, linen plans, supply standards, access windows, and owner checklists. These details provide context; they are not a square-foot pricing formula.

PROPERTY POSITIONING

☐

Value-focused stay

☐

Mid-market stay

☐

Premium / design-led stay

SECTION 02

Turnover operating plan

ACCESS AND TIMING

- | | |
|---|---|
| ☐ Cleaner entry method documented | ☐ Next check-in time confirmed |
| ☐ Parking or gate instructions documented | ☐ Laundry location and access confirmed |
| ☐ Alarm procedure documented | ☐ Trash and recycling location confirmed |
| ☐ Check-out confirmation source identified | ☐ Supply storage location confirmed |
| ☐ Late check-out process defined | ☐ Emergency contact available |

WHO OWNS EACH TASK?

TASK	OWNER	CLEANER	OTHER / NOTES
Laundry	☐	☐	
Supply purchasing	☐	☐	
Supply reimbursement	☐	☐	
Inventory counts	☐	☐	
Trash overflow	☐	☐	
Maintenance escalation	☐	☐	
Guest-left items	☐	☐	
Photo documentation	☐	☐	

BEFORE SERVICE

Agree in writing on who buys, stores, transports, counts, and approves substitutions for consumables. Restocking works best when the product list, par level, storage location, and reimbursement process are clear.

SECTION 03

Room-by-room turnover

Cross out items that do not apply, then add listing-specific presentation notes. This becomes the starting point for a written turnover scope.

ENTRY + LIVING

- ☐ Entry glass and door checked
- ☐ Floors and edges cleaned
- ☐ Furniture reset to photo standard
- ☐ High-touch surfaces wiped
- ☐ Visible dust and marks addressed
- ☐ Guest items and trash removed

KITCHEN

- ☐ Counters, sink, and backsplash reset
- ☐ Appliance exteriors detailed
- ☐ Inside refrigerator checked
- ☐ Dishes and cookware returned
- ☐ Coffee / tea station restocked
- ☐ Trash and recycling reset

BEDROOMS

- ☐ Linens changed to property standard
- ☐ Mattress and protector checked
- ☐ Bed staged consistently
- ☐ Nightstands and lamps detailed
- ☐ Closets and hangers reset
- ☐ Under-bed area checked

BATHROOMS

- ☐ Shower, tub, sink, and toilet reset
- ☐ Mirror and fixtures polished
- ☐ Hair and residue removed
- ☐ Towels staged consistently
- ☐ Paper and amenities restocked
- ☐ Drain / maintenance concerns noted

LAUNDRY + SUPPLIES

- ☐ Used linen count recorded
- ☐ Laundry load plan followed
- ☐ Clean linen par verified
- ☐ Consumable par levels checked
- ☐ Low-stock items documented
- ☐ Storage area left organized

FINAL WALK-THROUGH

- ☐ Lights and thermostat set
- ☐ Windows and doors secured
- ☐ Odor and air check completed
- ☐ Listing photos used for staging check
- ☐ Visible issues photographed
- ☐ Ready status communicated

SECTION 04

Linen and laundry plan

A reliable turnover needs enough clean linen to cover the active stay, the next turnover, and any laundry still in process.

LINEN PAR LEVELS

ITEM	PER SET	TARGET SETS	ON SITE	NOTES
King sheet set				
Queen sheet set				
Twin sheet set				
Pillowcases				
Bath towels				
Hand towels				
Washcloths				
Kitchen towels				
Bath mats				

LAUNDRY PROCESS

- ☐ Where used linens are staged
- ☐ How stains or damaged linens are reported
- ☐ Where laundry is washed and dried
- ☐ Who replaces missing or unusable linens
- ☐ Which products and settings are approved
- ☐ What happens when laundry exceeds the turnover window

OWNER DECISION

Choose whether linen service is completed on site, exchanged from a clean par, or handled by a separate laundry provider. Confirm this before pricing the turnover.

SECTION 05

Restocking par levels

List exact products and target quantities. Restocking is based on the written list and products available at the property unless purchasing terms are separately agreed.

ITEM / BRAND	PLACE IN UNIT	PAR	REORDER AT	STORAGE
Toilet paper				
Paper towels				
Trash liners				
Dish soap / pods				
Hand soap				
Shampoo / conditioner				
Body wash				
Coffee / tea				
Sugar / creamer				
Water / welcome items				
Laundry supplies				
Other:				

RESTOCKING RULE

Define approved substitutions, purchasing authority, receipts, reimbursement, and where overflow inventory belongs. Avoid relying on memory or a generic list.

SECTION 06

Guest-ready quality check

Use this final pass after cleaning, staging, laundry, and restocking are complete. Add listing-specific photo standards where needed.

PRESENTATION

- ☐ Entry creates the intended first impression
- ☐ Beds and towels match listing photos
- ☐ Furniture and decor are reset
- ☐ Glass, mirrors, and fixtures are streak-free

FUNCTION

- ☐ Lights and key appliances operate
- ☐ Thermostat is set to owner direction
- ☐ Wi-Fi / house information is in place
- ☐ Doors, windows, and locks are secured

INVENTORY

- ☐ Guest consumables meet par
- ☐ Clean linen par is available
- ☐ Low stock is documented
- ☐ Owner-only supplies are returned to storage

COMMUNICATION

- ☐ Visible damage or maintenance concerns noted
- ☐ Guest-left items documented
- ☐ Completion time recorded
- ☐ Ready status sent to the agreed contact

ISSUE AND PHOTO LOG

AREA	ISSUE / OBSERVATION	PHOTO	SENT TO	STATUS

SECTION 07

Turnover log + next steps

TURNOVER HISTORY

DATE	CHECK-OUT	CHECK-IN	LABOR	SUPPLIES	ISSUES / NOTES

PRICING CONVERSATION NOTES

TURNOVER PRIORITIES

KNOWN VARIABLES / ADD-ONS

READY FOR A PROPERTY-SPECIFIC CONVERSATION?

Call or text REAL Bubbly Cleaning

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Share the listing, turnover window, restocking plan, and owner standard.