

Turnover-window planner

Check one proposed booking gap before opening your calendar.

Property nickname: _____ Review date: _____

1 / Write the actual dates and times

Guest departure: _____ Team access: _____

Promised guest arrival: _____ Ready for inspection: _____

Working window: from _____ to _____

Inspection / contingency allowance: _____ Time zone: _____

Use full dates for overnight gaps. The window is not a cleaning-time guarantee.

2 / Confirm the dependencies

- ☐ Cleaning team has accepted the date, access time, deadline and scope.
- ☐ Correct clean linen sets will be at the property when needed.
- ☐ Access, supplies and any extra tasks have been checked.
- ☐ Final inspection has a named owner and a way to report problems.

3 / Record the decision

Unresolved issue / person responsible: _____

Decision: keep gap / change settings / seek confirmation (circle one)

Settings or dates to change: _____

Confirmed with / date: _____

After saving: check calendar and notify cleaning / linen contacts.

After the turnover: actual access _____ completion _____

Lesson for the next booking: _____

Planning worksheet only. Confirm capacity and local hosting requirements separately.

Guide: housekept.com.au/blog/airbnb-october-2026-tools-cleaning-time

21 October 2026 | Keep keys, access codes and guest personal details off this sheet.