

TURNOVER & GUEST-READY CHECKLIST

Reset the vehicle only after post-trip condition documentation is complete.

RULE #1 - DOCUMENT BEFORE YOU CLEAN

Do not clean, move supplied items or begin turnover until post-trip condition photos and records are complete.

CLEAN

- ☐ Exterior presentation
- ☐ Vacuum floors / mats
- ☐ Wipe hard surfaces
- ☐ Clean glass / mirrors
- ☐ Seats checked for stains / debris
- ☐ Cargo area reset
- ☐ Odor check
- ☐ Child seat cleaned only per manufacturer instructions if supplied / needed

RESTOCK + AMENITIES

- ☐ Sanitary wipes restocked
- ☐ Water bottles restocked
- ☐ Charging cables / adapters present
- ☐ Advertised / promised amenities present
- ☐ Emergency / supplied equipment present

VEHICLE READY

- ☐ Fuel / charge at target
- ☐ No unexpected warning lights
- ☐ Visible tire concern check
- ☐ Key / fob working
- ☐ Required / supplied documents present
- ☐ No unresolved maintenance concern
- ☐ HVAC functioning

STAGE + FINAL GUEST WALK

- ☐ Correct pickup location
- ☐ Key / access method staged and checked
- ☐ Pickup instructions accurate
- ☐ No previous guest belongings / trash
- ☐ Interior looks and smells clean
- ☐ Amenities match listing / promises
- ☐ Vehicle ready for handoff

TURNOVER COMPLETE

Vehicle

Date

Time

Initials