Changeover safety checklist

Property

Date and cleaner

Fire

- [ ] Every smoke, heat and CO alarm tested and sounding
- [ ] Escape routes and doors clear; door keys where guests can find them
- [ ] Fire blanket and extinguisher in place, seals intact
- [ ] Fire action notice and emergency sheet visible
- [ ] Torches charged / emergency lights working
- [ ] Stove and fireplace: ash cleared, fireguard in place, no scorched areas

Appliances and services

- [ ] Plugs, leads and sockets: no damage, scorching or overloaded adaptors
- [ ] Kettle, toaster, iron and hairdryer checked and clean
- [ ] Tumble dryer lint filter emptied
- [ ] Boiler running normally, no error codes, no smell of gas or oil
- [ ] Taps and showers run for 2 minutes after a gap of a week or more
- [ ] No damp, leaks or pest signs

Outside

- [ ] Hot tub: readings taken and logged, cover secure, steps safe
- [ ] Paths, steps and decking clear and not slippery
- [ ] Gates, railings and balcony balustrades secure
- [ ] Barbecue clean and gas bottle turned off
- [ ] Bins out and rubbish away from the building

Faults found and what was done

Checked by

Date