



letcare

tailored support for short term lets

Maintenance Check Schedule (V.1 web 2026)

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letcare

Policy V.1
Maintenance Check

Maintaining a short term let property requires regular inspections and preventative maintenance to ensure the accommodation remains safe, functional and ready for guests. Consistent upkeep not only helps avoid unexpected repairs but also plays a key role in protecting guest satisfaction and maintaining strong reviews.

This maintenance checklist outlines LetCare's recommended weekly and monthly inspection schedule for short term let properties in Scotland. It highlights the key operational checks that help keep properties compliant, well maintained and consistently guest-ready.

This resource has been prepared by LetCare, specialists in operational support, maintenance and compliance for short term let properties.



LetCare Guide

Short Term Let Maintenance Schedule

Delivering a great guest experience requires more than simply cleaning a property between stays. Well-maintained properties are more reliable, safer for guests and significantly more likely to receive positive reviews.

This maintenance schedule outlines LetCare's recommended inspection routine, designed to help hosts maintain high standards, avoid operational issues and protect guest satisfaction.

The schedule is divided into weekly checks and monthly inspections. Weekly checks ensure the property remains guest-ready between stays, while monthly inspections identify potential maintenance issues before they become larger problems.

Prepared by LetCare – operational support and compliance specialists for short term let properties.

Weekly Guest-Readiness Checks

(Typically completed between guest stays or during cleaning visits)

These quick inspections help ensure the property remains safe, functional and ready for guests.

Safety Systems

- Confirm smoke alarms and carbon monoxide detectors appear operational
- Ensure fire blanket remains present and accessible
- Confirm escape routes remain clear and unobstructed

Appliances and Utilities

- Test kettle, toaster, microwave and other small appliances
- Confirm fridge and freezer are operating correctly
- Check heating controls operate normally
- Replace any failed light bulbs

Water and Plumbing

- Run taps and showers briefly to maintain water flow
- Confirm sinks, toilets and showers drain properly
- Check for visible leaks around sinks, toilets and appliances

Guest Experience

- Confirm WiFi connection is working
- Test television and streaming services
- Ensure heating instructions remain clear for guests
- Confirm welcome information and emergency contact details are available

Property Condition

- Check doors, locks and windows operate correctly
- Confirm key safes or smart locks function properly
- Look for visible damage, wear or maintenance issues

Monthly Property Inspection

(More detailed preventative maintenance inspection)

Monthly inspections help ensure the property remains safe, compliant and well maintained.

Fire Safety

- Test all smoke alarms and confirm interlinking functions correctly
- Test kitchen heat alarm
- Test carbon monoxide detectors and replace batteries if required
- Confirm fire safety equipment is present and accessible
- Ensure exits and escape routes remain unobstructed

Electrical Safety

- Check electrical sockets are secure and undamaged
- Inspect visible wiring for signs of damage
- Test appliances including kettle, toaster, microwave and other equipment
- Confirm lighting and emergency lighting (if installed) operate correctly

Water Systems and Legionella Prevention

- Flush rarely used taps and showers for several minutes
- Confirm hot water reaches appropriate temperatures
- Check shower heads are clean and functioning
- Inspect plumbing for leaks under sinks and around toilets
- Confirm sinks and showers drain properly

Heating and Ventilation

- Test heating system operation
- Confirm thermostats respond correctly
- Check bathroom and kitchen extractor fans
- Clean ventilation grilles if necessary

Kitchen Equipment

- Check oven, hob, microwave and extractor
- Confirm fridge and freezer operate correctly
- Inspect cupboards, drawers and hinges
- Check kettle and small appliances remain safe and functional

Bathrooms

- Confirm toilets flush correctly
- Inspect showers and baths for leaks or poor drainage
- Inspect silicone seals around showers and baths
- Confirm adequate ventilation

Furniture and Fixtures

- Inspect beds and mattresses for stability and damage
- Tighten chairs and tables if required
- Confirm wardrobes and drawers operate correctly
- Ensure mirrors and wall fixtures are secure

Doors and Windows

- Test door handles and locks
- Confirm windows open and close safely
- Inspect window seals and draught protection
- Check key safes or smart locks operate correctly

General Property Condition

- Inspect walls and ceilings for signs of damp or damage
- Check flooring for loose tiles or trip hazards
- Inspect skirting boards and trims
- Confirm stairs and handrails remain stable

Exterior Areas (Where Applicable)

- Check external lighting
- Inspect pathways and entrances for hazards
- Inspect outdoor furniture
- Check bins and waste areas
- Inspect gutters and drainage for visible blockages

Safety and Compliance Records

Maintaining accurate records is an important part of responsible property management.

Hosts should ensure:

- Maintenance logs are updated regularly
- Any issues identified are recorded and addressed
- Safety certification records remain valid and accessible

This may include:

- Gas Safety Certificate
- Electrical Installation Condition Report (EICR)
- Portable Appliance Testing (PAT)
- Fire Risk Assessment

Best Practice for Short Term Let Maintenance

Preventative maintenance helps avoid operational disruption and protects guest satisfaction.

Recommended best practice includes:

- Conducting regular inspections between guest stays
- Recording all maintenance checks and actions taken
- Addressing small issues before they become larger repairs
- Scheduling annual professional inspections for safety systems

Many operators combine weekly checks with cleaning visits to minimise disruption.

About letcare

Letcare provides practical operational support and management services for short term let properties. Our focus is on helping hosts keep properties compliant, safe and running smoothly, while delivering a high-quality guest experience.

Operating a short term let property involves far more than simply managing bookings. Licensing requirements, safety checks, maintenance, guest communication and day-to-day operations all require ongoing attention. As regulations evolve and guest expectations increase, many hosts find it difficult to manage these responsibilities alongside their reservations.

Letcare helps bridge this gap by supporting hosts across the key operational areas involved in running a successful short term let. Our work focuses on licensing and compliance support, property safety and preventative maintenance, guest and reservation management, and ongoing operational oversight.

By providing structured support around both property operations and guest management, LetCare helps hosts operate more professionally while protecting their property, their licence and their guest reviews.

Whether you are preparing a property for licensing, managing an existing short term let, or simply looking to ensure your property continues to meet regulatory requirements, professional operational support can help reduce risk and improve reliability.

If you would like guidance or support with your short term let property, Letcare would be happy to assist.

Contact letcare

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