Send a turnover handoff that can be checked

Send the handoff after confirming the booking dates. Use the property's local time and distinguish the guest departure time from the cleaner deadline. Share only the guest information needed to prepare the property.

Worked example: property ALP-01 has a departure at 10:00 and an arrival at 16:00. The owner agrees that the cleaner will report readiness by 14:30. At 14:30, the cleaner reports missing towels. The owner assigns a local backup to deliver towels, requests a new photo and confirms readiness at 15:15. These are example times, not a promised cleaning duration.

When evidence is incomplete, reply with the exact missing task and the next update time. Do not mark the property ready because a cleaner has left. Confirm the agreed checklist, photos and exceptions.

Property [property] • Turnover date [date] • Time zone [time_zone]

Departure [time] • Next arrival [time] • Ready-by deadline [time]

Preparation notes [bed_setup] [guest_count] [approved_requests]

Completion: checklist + ten photo checks + stock exceptions

Reply READY or BLOCKED with task, owner and next update time

- [ ] Confirm dates and bed setup against the reservation.
- [ ] Ask the cleaner to acknowledge the handoff.
- [ ] Review completion evidence before telling the guest the property is ready.
- [ ] Resolve or disclose outstanding issues through the guest's booking channel.