

Weekly Website Checks

- All pages on the front end of the website are loading without errors
- Site backups
- Check all forms to ensure they are working properly
- Review and resolve any issues with emails sent from the web server
- Check and remove spam comments, form submissions and user accounts
- Check for any broken links
- Check for 404 errors and resolve these by fixing links or redirecting
- Check New content for responsiveness to varying browsers and devices

Monthly Website Checks

- Check website loading speed. If more than 3 seconds then try and resolve the issue
- Review security scans and resolve any issues
- Review website statistics.
- Review your local search visibility

Quarterly Website Checks

- Review website – what could be improved?
- Web Graphics and photos – are these up to date? Could they be improved to be more current?
- Check your website content – what is dated and what could be improved?
- Review and tweak meta title and meta description tags
- Improve automation: What tasks do you have to perform regularly? Could these be automated?
- Test the website to ensure that it looks and displays properly on the most popular browsers and mobile devices
- Validate your site. (CSS/HTML, Accessibility, Mobile-friendly)
- Check backup health by restoring the most recent backup to a separate web server