

Website Maintenance Checklist

	Task
<input type="checkbox"/>	All pages on the website are loading without errors
<input type="checkbox"/>	Backups are performed regularly and stored off site
<input type="checkbox"/>	Update core website software and plugins
<input type="checkbox"/>	Check all forms to ensure they are working properly
<input type="checkbox"/>	Check and remove spam comments, form submissions and user accounts
<input type="checkbox"/>	Check for any broken links
<input type="checkbox"/>	Check for 404 errors and resolve these by fixing links or redirecting
<input type="checkbox"/>	Check website loading speed (not more than 3 seconds)
<input type="checkbox"/>	Review security scans and resolve any issues