Website Maintenance To-Do List

Weekly Website Checks

Uptime monitoring Check your monitoring tool.	**Homepage loads correctly** No errors or missing images.	**Contact forms work** Submit a quick test enquiry.
Mobile layout spot-check Open on your phone.	**Visual or layout glitches** Spacing, fonts, broken sections.	**Recent content looks right** Blogs, offers, pricing pages.

Monthly Maintenance Tasks

Confirm successful backups And are stored off-site.	**Test restoring a backup** At least once every few months.	**Update plugins and themes** After backing up first.
Update your CMS core WordPress or equivalent.	**Check SSL certificate status** No expiry warnings.	**Review admin users** Remove old accounts.

Quarterly Performance and Compliance Reviews

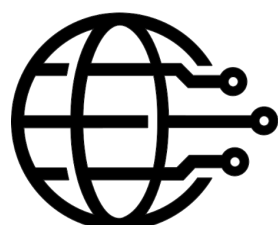| **Run PageSpeed Insights** Check Core Web Vitals.	**Test mobile speed** On real devices.	**Run a security scan** Malware & file changes.
Accessibility spot-check Alt text, headings, contrast.	**Review legal compliance** Cookies, accessibility rules.	**Scan for broken links** Links to a deleted page.

Website Red Flags

1. Sudden and unexplained drop in organic traffic
2. Inability to log into the admin panel
3. Website loading significantly slower than usual
4. Seeing malware warnings or security alerts
5. Receiving emails about a security breach
6. Broken core functionality (e.g. shopping cart, checkout)
7. Seeing unwanted or unexpected advertisements

Don't want to manage this yourself?

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