Monthly Website Maintenance Checklist

CLIENT RESOURCE 02

A website needs periodic attention to keep its information accurate and identify technical problems. Use this checklist as a general monthly review guide. Some security updates, backups and monitoring activities may require more frequent attention.

1. Content & Accuracy

- ☐ Check business hours, addresses and contact details.
- ☐ Review services, pricing information and promotions.
- ☐ Update outdated images and announcements.
- ☐ Check that important policies and business information remain accurate.

2. Website Functionality

- ☐ Test navigation and important buttons.
- ☐ Check internal and external links.
- ☐ Test contact forms using an appropriate controlled process.
- ☐ Check booking, checkout or other critical functions where applicable.
- ☐ Review the website on mobile and desktop devices.

3. Performance & Usability

- ☐ Check important page loading behaviour.
- ☐ Review images that may be unnecessarily large.
- ☐ Check whether text and buttons remain readable on smaller screens.
- ☐ Look for layout problems or broken images.

4. Security & Reliability

- ☐ Review available software and dependency updates.
- ☐ Check backup status and recovery arrangements.
- ☐ Review relevant security alerts.
- ☐ Confirm SSL certificate and HTTPS operation.
- ☐ Review access permissions for website administrators.

Apply updates and perform recovery tests through an appropriate, authorized maintenance process.

5. Search Visibility

- ☐ Check for broken or missing important pages.
- ☐ Review page titles and descriptions when content changes.
- ☐ Check available search performance and indexing reports.
- ☐ Review important images for appropriate alternative text.

6. Maintenance Record

Website: .....

Review date: .....

Issues found: .....

Actions required: .....

Responsible person: .....

Next review date: .....

Need Website Improvements?

Lutfur Digital Studio provides website development and redesign services. Maintenance or technical support requirements can be discussed and scoped separately.

WRITTEN ENQUIRIES
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