Website Maintenance Checklist

The routine we follow for client sites, by how often each task should happen. Tick each item as you go.

Every week

- [ ] Make sure the site is up (better yet, use uptime monitoring that alerts you within minutes)
- [ ] Submit your main contact form yourself and confirm the message arrives
- [ ] Check for pending core, theme, and plugin updates

Every month

- [ ] Take a backup before updating anything, then apply updates one at a time
- [ ] Review the site on your phone and tap your phone number to make sure it dials
- [ ] Look for broken links and error pages, especially on key service pages
- [ ] Update hours, prices, services, staff, photos, and holiday closures
- [ ] Check analytics for sudden drops in visits or form submissions

Every quarter

- [ ] Run a health check: speed, security headers, SSL, titles and descriptions, mobile setup
- [ ] Restore a backup to a test location to prove it works
- [ ] Remove old employees and past vendors from hosting, admin, registrar, and Google accounts
- [ ] Refresh your Google Business Profile: photos, hours, and new questions
- [ ] Check page speed, and shrink any large photos uploaded straight from a phone

Every year

- [ ] Confirm domain renewal, auto-renew, and that the card on file hasn't expired
- [ ] Review your hosting plan for speed and price
- [ ] Re-read every page: does it still describe what you sell today?
- [ ] Check that every account is registered in your business's name
- [ ] Pick what to improve next: a new service page, better calls to action, faster mobile

Signs your site needs attention now

- A "Not secure" warning in the browser
- Calls or form submissions dropping with no other explanation
- Pages that take more than a few seconds to load
- Strange pages, links, or ads you didn't add
- An admin dashboard full of overdue updates

Maintenance log

Keep a record of each check, so anyone who looks after the site can see what was done and when.

Date	Checked by	Weekly / monthly / quarterly / yearly	Notes and fixes

Rather not do this yourself? Cypress Solutions care plans handle every item on this checklist for a flat monthly price, starting at $69 a month with hosting included. Learn more at cypress.solutions or call (256) 338-8383.