



Website Maintenance Checklist

Security & Updates

Ensuring your website is protected from vulnerabilities and running on the latest software versions.

Last WordPress Core Update

Last Theme Update

Last Plugin Update

Number of Active Plugins

Note any plugins that are outdated or have security warnings

Security Plugin Active?

☐ Yes

☐ No

SSL Certificate Valid?

☐ Yes

☐ No

☐ Need to Renew

Record any security vulnerabilities found and their resolution.

Write something...

Content & SEO

Maintaining fresh, accurate, and optimized content for search engines and user engagement.

Last Content Audit Date

Enter date...

Notes from Last Content Audit

Write something...

Number of Properties with Updated Photos

Enter a number...

Which content areas were updated?

- ☐ Property Listings
- ☐ Blog Posts
- ☐ About Us Page
- ☐ Testimonials
- ☐ Contact Page

Describe any SEO Keyword Adjustments Made

Write something...

Current Status of Schema Markup Implementation

- ☐ Fully Implemented
- ☐ Partially Implemented
- ☐ Not Implemented

Meta Description Review (Check for accuracy and keyword usage)

Write something...

Number of Broken Links Found (Internal)

Enter a number...

Functionality & Performance

Checking that all website features work correctly and the site loads quickly.

Page Load Speed (seconds)

Time to First Byte (TTFB) (seconds)

Plugin/Theme Updates Checked?

☐ Yes☐ No

Contact Form Working?

☐ Yes☐ No

Search Functionality Working?

☐ Yes☐ No

Property Search Filters Working Correctly?

☐ Yes☐ No

Any Error Logs Found? Describe:

Write something...

Design & User Experience

Ensuring the website looks professional and is easy to navigate.

Average Page Load Time (seconds)

Enter a number...

Mobile Friendliness Score (e.g., Google PageSpeed Insights)

Enter a number...

Cross-Browser Compatibility - Major Browsers Tested (e.g., Chrome, Firefox, Safari, Edge)

- ☐ Chrome
- ☐ Firefox
- ☐ Safari
- ☐ Edge

Check for Broken Links (Internal)

- ☐ Yes
- ☐ No

Check for Broken Links (External)

☐ Yes

☐ No

Notes on Visual Consistency (e.g., Brand Colors, Fonts)

Write something...

Navigation Menu Functionality - Check all links

☐ Yes

☐ No

Mobile Responsiveness Testing (Various Devices)

☐ Yes

☐ No

Backups & Recovery

Regular backups and testing recovery procedures to prevent data loss.

Last Backup Date

Enter date...

Backup Retention Period (Days)

Enter a number...

Backup Type

- ☐ Full Backup
- ☐ Incremental Backup
- ☐ Differential Backup

Backup Storage Location

- ☐ On-Site Server
- ☐ Cloud Storage (AWS, Google Cloud, Azure)
- ☐ Off-Site Server

Last Recovery Test Date

Enter date...

Notes from Last Recovery Test (Success/Failures)

Write something...

Legal & Compliance

Confirming adherence to legal requirements and industry best practices.

Privacy Policy Updated?

- ☐ Yes
- ☐ No
- ☐ Needs Review

Terms of Service Updated?

- ☐ Yes
- ☐ No
- ☐ Needs Review

Last Privacy Policy Review Date

Enter date...

Summary of Accessibility Compliance (WCAG)

Write something...

ADA Compliance Check Performed?

- ☐ Yes
- ☐ No
- ☐ Needs Review

Copyright Notice (Year)

Write something...

Fair Housing Act Compliance Verified?

- ☐ Yes
- ☐ No
- ☐ Needs Review

Notes on Disclosure Statements (e.g., Agency Disclosure)

Write something...