Monthly Website Maintenance

This checklist provides you with a list of essential tasks that I perform as part of the Maintenance Service to ensure that your site is up-to-date and performs optimally at all times. This procedure results in an improvement in your site for the visit of your users and search engines, it also ensures that your site is constantly monitored and that it is safe from all malicious attacks and that your site is secure.

1. **Uptime:** Verification that the site is up and running, and everything is running smoothly.

2. **BackUp:** Verify that your hosting provider has made the daily backup of the WordPress database and files.

3. **Security Check:** I monitor the security of the website by scanning the site for any vulnerabilities, malicious content, etc. I fix and remove any vulnbcerbilites if they are found, making sure your site is secure at all times.

4. **Comment Moderation:** If applicable, I delete any spam or unwanted comments that are posted to your site, as these can contain links with malware and other malicious content.

5. **Small Website Edits:** I will execute small edits such as a new image upload, newsletter update, minor text edits, etc. Larger changes such as new pages, current page redesigns, etc. will be billed separately depending on amount of work required.

6. **Updates:** I update WordPress along with all of the currently installed plugins, and and any templates if new versions are released and available.

7. **Malware scan:** I scan your site for any infected files or malware and take necessary actions to make your site secure if anything is detected.

8. **Visual Inspection:** I visually inspect your website and check for design or formatting issues in different web browsers, including Internet Explorer, Firefox, Safari, and Chrome. I view your site from a mobile device and a tablet to make sure it looks good and responds well.

9. **I Verify Backups:** I make sure your backup files go where they are intended and are ready in case you need a restore. You don't want to find out that your backup strategy breaks the day you need it most!

10. **Analytics:** I log into Google Analytics and check that the connection is sure and the correct website data is being tracked.

11. **Change Vulnerable Passwords:** I proceed to change the password of the administrative area with a prior report and consent on your part. This only done if necessary, i.e. after an unauthorized login, or malware is detected.

12. **Remove Unused Plugins and Themes:** I disable and/or remove all unnecessary plugins and themes. Unnecessary plugins increase the overhead of your website and the risk of vulnerabilities.

13. **Delete Unnecessary Files:** Website clutter can hide vulnerabilities. I search for unnecessary files in your wp-content folder and browse through your media library to remove any unnecessary images, videos and audio files. I make a backup of the entire site before deleting anything!

14. **Identify Broken Links:** You don't want your visitors to receive a "Page not found" error when clicking on a link. I find any broken links using link verification tools like Broken Link Checker or Link Checker.

15. **Verify Contact Form:** I verify any contact forms on your website, making sure it is working properly and being sent to the correct email address.

16. **Optimize your database:** I delete unnecessary elements from the database. Then I optimize your database by executing plugins like WP-Optimize, Optimize Database and after removing them I use Revisions or WP-DB Manager.

17. **Speed Audit:** I use Pingdom or Google PageSpeed Insights to see how fast your site loads. If it takes more than five seconds, I look for areas where the site speed can be improved and optimized so your site visitors have quick and responsive loading times.

18. **Template and Plugin review:** I am always looking for new plugins that exceed the ones you are currently using. I check if your widgets work correctly and if they are the right ones for your site.

19. **Webmaster Tools:** With Google Webmaster Tools I analyze the website to find and resolve any error messages or site warnings.