



ZapYo

Tech With Spark

# Website Maintenance Checklist

*(Keep your website fast, secure, and reliable)*

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## ◆ Weekly

- Test site speed (PageSpeed Insights, GTmetrix).
- Check backups are running correctly.
- Test contact forms, checkout, and search functions.
- Run a quick security/malware scan.

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## ◆ Monthly

- Update WordPress, plugins, and themes.
- Review Google Analytics & Search Console data.
- Check for broken links and missing meta tags.
- Refresh or add new content.

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## ◆ Quarterly

- Test across devices and browsers.
- Review hosting performance and support.
- Reset passwords and confirm SSL status.
- Check accessibility (alt text, screen reader compatibility).


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## ◆ Yearly

- Renew domain and SSL certificates.
- Review and update content, pricing, team bios.
- Refresh privacy policy, cookie notice, and GDPR compliance.
- Audit website design for modern look & usability.

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