

Last Updated 2 January 2020

NEW YEAR MAINTENANCE CHECKLIST

The following maintenance should be done yearly to maintain and operate a successful website. This checklist is broken down into several sections for ease of use. It's recommended you complete all items on this checklist.

Website Infrastructure

- ☐ **Backup Your Site** - Make a backup of both your website's files and database (if you have a database)
- ☐ **Domain Name Registration** - Check when your domain name expires, mark it on your calendar, and plan to pay for renewal before it expires
- ☐ **Web Hosting** - Check when your web hosting renews. Usually this is monthly. Mark it on your calendar, and make sure you don't let that lapse.

Legal

- ☐ **Copyright Date** - Update copyright date on your website and any email templates
- ☐ **Privacy Policy** - Ensure you have a privacy policy, and it's updated with all the new requirements that go into effect January 1st, 2020. Several US states now require that websites have a privacy policy. This applies to your website even if you don't have clients in that state. If your site can be viewed from a state that requires this policy (such as California), then you must have a privacy policy.

- Not sure if your policy meets all the requirements?... Purchase our Privacy Policy checklist - email us about this <https://www.gallagherwebsitedesign.com/contact/>

Content Updates

-  **Services Page** - Review service page(s) content to ensure it reflects your current product and service offerings
-  **About / Team Page** - Update team and about pages with any new staff and remove staff that are no longer with you
-  **Broken Links** - Review your website for any [broken links](#)
-  **Website Errors** - Review your website for any errors reported by Google using [Google Search Console](#)
-  **Form Emails** - Test all your contact and other forms to ensure the submitted forms are still sending to your email(s)
-  **WordPress, Magento, Framework Update** - If your site is built on WordPress, Magento, or a similar framework, make sure it's updated to the latest version
-  **Plugins Updated** - If you're using a framework (such as WordPress), make sure all your sites plugins are up to date.
-  **Mobile Friendly** - Review and [test your website](#) to ensure it looks and functions correctly across all mobile devices (including new mobile devices from the previous year)
-  **Design Change** - Review your website to determine if it's time for a redesign. If your website is over 2 years old, it may be time for a redesign.

Want us to do this checklist for you?...

Email us to discuss:

<https://www.gallagherwebsitedesign.com/contact/>