

Red Hat Creative Services

Basic Website Maintenance Report Checklist: February 2018

Maintenance Report for : www.wilmore.org		
	# Errors Found & Description	Task Complete?
Back-End Check and Scan Operations:		
• Malware check and scan	No Malware Found	Complete
• Check all pages on the website are loading without errors	No Errors	Complete
• Update core website software and plugins		Complete
• Check all forms to ensure they are working properly	No Errors	Complete
• Check and remove spam comments, form submissions and user accounts		Complete
• Check for any broken links	No Errors	Complete
• Check for 404 errors and resolve these by fixing links or redirecting	No Errors	Complete
• Check website loading speed	No Errors	Complete
• Check website validation with web standards. (CSS/HTML, Accessibility, Mobile-friendly)	No Errors	Complete
<p>Monthly Database and Website Files Backup: Websites are hosted on special machines called Servers. Like our own PC, servers also can get damaged (hard disk corruption, electricity interruption-data loss, hackers' attack etc). On these occasions, it is highly possible that the website can become non-operational. In order to offset the complications that may cause, we will complete monthly backups of your website. The result: we can restore your website to its proper state no matter what problems might occur.</p> <p>Web Files and Database Backup Completed ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Front-End Check Operations:		
• Check for broken links?	1 Error Found and Fixed	Complete
• Check for images missing or not displaying correctly?	No Errors	Complete
• Text errors on homepage or any subpages?	No Errors	Complete
• Check contact page form to ensure working properly	No Errors	Complete
• Check photo gallery/portfolio to make sure displaying correctly	1 Error Found and Fixed	Complete
• Check homepage/subpages to make sure displaying correctly in mobile version	No Errors	Complete
• Check main navigation to make sure still working and no broken links	No Errors	Complete
• Any additional tasks as needed or suggested from client (add new images, new blog post, etc.)	Updated Event Calendar and Agendas	Complete