



# Lagadishi Photography & Web Design

## Website Maintenance Checklist

*What every site needs monthly to stay secure, fast, and performing well.*

### What is this checklist for?

The Lagadishi Website Maintenance Checklist is a monthly guide designed to help keep your website secure, fast, optimized, and running smoothly. Whether you manage your site yourself or partner with us for ongoing care, this checklist outlines the most important tasks every modern website needs.

### Why it matters:

- Keep your site protected from security threats
- Ensure updates, plugins, and backups run smoothly
- Maintain fast load times and great user experience
- Support your SEO efforts and search visibility
- Monitor performance and fix issues before they grow

### Who is this for?

- DIY website owners who want to maintain their own site
- Lagadishi clients who want to understand what we handle for them
- Prospective clients evaluating the value of a maintenance plan



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### Part 1: Security & Backups

#### Security & Protection

- ☐ Run security scans for malware or vulnerabilities
- ☐ Ensure SSL certificate is active and valid
- ☐ Review login attempts and block suspicious IPs
- ☐ Update all passwords (admin, FTP, database)
- ☐ Check firewall rules and server permissions

#### Backups

- ☐ Verify daily backups are running correctly
- ☐ Store backup copies in secure off-site/cloud location
- ☐ Test restore functionality (quarterly or as needed)

### Part 2: Updates & Performance

#### Plugin, Theme & Core Updates

- ☐ Update WordPress core
- ☐ Update all plugins and themes
- ☐ Remove unused or deprecated plugins/themes
- ☐ Check for compatibility issues post-update

#### Performance & Speed

- ☐ Run a speed test (GTmetrix, PageSpeed Insights)
- ☐ Optimize large images
- ☐ Clear caching systems (server, plugin, CDN)
- ☐ Check Core Web Vitals metrics



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### Part 3: Functionality & UX

#### Bug Fixes & Functionality

- ☐ Test all contact forms and submission points
- ☐ Check console for JavaScript or loading errors
- ☐ Verify links (especially CTAs and nav) are working
- ☐ Confirm no mobile display issues across key pages

### Part 4: Content & SEO

#### Content & SEO

- ☐ Review and update key pages (e.g., pricing, FAQs)
- ☐ Post or schedule new blog content (if applicable)
- ☐ Check metadata (titles, descriptions) for accuracy
- ☐ Submit updated sitemap to Google Search Console
- ☐ Monitor keyword rankings (via tool or manual check)

### Part 5: Monitoring & Reporting

#### Reporting & Monitoring

- ☐ Review Google Analytics and traffic trends
- ☐ Check Search Console for crawl errors or indexing issues
- ☐ Send monthly report (traffic, uptime, updates made)
- ☐ Log all changes (plugin updates, fixes, edits)

#### Need Help or Have Questions?

✉ [info@lagadishi.com](mailto:info@lagadishi.com)

🌐 <https://lagadishi.com/contact-us>

*Want us to handle this for you? Contact us for a worry-free maintenance plan.*