

# Website Spring Cleaning Checklist:



CHECK COMPANY CONTACT DATA FOR ACCURACY



TEST ALL PHONE NUMBERS AND EMAIL ADDRESSES



TEST EVERY FORM AND ENSURE IT IS RECEIVED BY THE RIGHT PERSON



MAKE SURE THERE ARE NO BROKEN LINKS OR REMOVED PHOTO



REMOVE OLD PHOTOS THAT ARE NO LONGER BEING USED



REMOVE PAGES OR POSTS THAT HAVE BEEN IN DRAFT MODE FOR OVER A YEAR



READ YOUR TOP SERVICES OR PRODUCTS PAGES FOR ACCURACY



REVIEW YOUR BLOG TITLES TO MAKE SURE THEY ARE RELEVANT TO YOUR AUDIENCE



CHECK FOR SPELLING MISTAKES, BROKEN LINKS, WRONG INFORMATION



CHECK ALL OUTBOUND LINKS TO MAKE SURE THE WEBSITES ARE STILL WORKING



CLICK ON ALL CALLS-TO-ACTION (CTAs) TO MAKE SURE THEY WORK



REMOVE EMPLOYEES WHO HAVE LEFT THE COMPANY



MAKE SURE ALL SERVICES/PRODUCTS ARE LISTED ON THE WEBSITE



CHECK TO MAKE SURE SOCIAL MEDIA LINKS WORK



DONE!