

Agency Website Maintenance Checklist

What to check on every client site each month - the continuous checks Sentinel automates, and the manual work that still needs a person.

CLIENT	REVIEWED BY	DATE

AUTOMATED

Continuous checks

Run without a person checking in - confirm alert routing is live for each, per client.

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|--------------------------|-------------------------------------|------------|
| ☐ | Uptime / HTTP availability | Continuous |
| ☐ | SSL certificate validity and expiry | Continuous |
| ☐ | DNS configuration | Continuous |
| ☐ | Domain expiry / WHOIS | Continuous |

MANUAL

Periodic checks

Still need a person for judgement, testing and client sign-off.

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|--------------------------|-------------------------------|---------|
| ☐ | Core / plugin / theme updates | Weekly |
| ☐ | Backups verified | Weekly |
| ☐ | Broken links / forms | Monthly |

NOTES
