

# 10-Point Website Health Check

Use this checklist to catch outdated content, broken functionality, confusing navigation, and other issues that can make your website feel less current or harder to use.

## 1. Check for Outdated Dates and Language

Check your pages for time-related references: past dates and language like “later this year,” “last month,” or other wording that may no longer be current.

☐ **Good Condition**   ☐ **Needs Attention**   ☐ **Priority**

## 2. Review Your Programs, Services & Initiatives

Make sure your programs, funding opportunities, application deadlines, and other periodically changing information are still accurate.

☐ **Good Condition**   ☐ **Needs Attention**   ☐ **Priority**

## 3. Review Your Homepage Content

Check your featured highlights, announcements, news, and other homepage information. If the same content has been there for months, it may be time for an update.

☐ **Good Condition**   ☐ **Needs Attention**   ☐ **Priority**

## 4. Verify Your Facts & Data

Review statistics, reports, data downloads, employer information, property listings, and other facts visitors may rely on.

☐ **Good Condition**   ☐ **Needs Attention**   ☐ **Priority**

## 5. Update Your Staff & Board Information

Confirm names, titles, bios, contact information, term expirations, and photos reflect your current staff and board.

☐ **Good Condition**   ☐ **Needs Attention**   ☐ **Priority**

## 6. Review Your Site Navigation

Ask whether visitors can quickly find what they need. Look for cluttered or confusing menus, unnecessary pages, and important pages that may be buried.

☐ **Good Condition**   ☐ **Needs Attention**   ☐ **Priority**

## 7. Consolidate or Remove Outdated Pages

Identify pages that can be removed or combined, including old event or sign-up pages, discontinued initiatives, and older information that could be folded into current pages.

☐ **Good Condition**   ☐ **Needs Attention**   ☐ **Priority**

## 8. Test Links, Forms & Integrations

Check your featured highlights, announcements, news, and other homepage information. If the same content has been there for months, it may be time for an update.

☐ **Good Condition**   ☐ **Needs Attention**   ☐ **Priority**

## 9. Review Your Website Photography & Visuals

Look for outdated community photos, low-resolution images, awkward crops, outdated renderings, graphics or charts that need refreshing, and anything important that may be missing.

☐ **Good Condition**   ☐ **Needs Attention**   ☐ **Priority**

## 10. Check Accessibility Basics

Make sure images have alt text and look for other barriers that could make your content harder for visitors to access or use.

☐ **Good Condition**   ☐ **Needs Attention**   ☐ **Priority**

## Not Sure Where to Start or Need Extra Support?

EDsuite’s expert team can help with anything from content updates and page layouts to site restructuring and photography.

Contact us  
for more  
information.

