

Website Maintenance List

Server location :	USA
Client Website :	coventryrnc.com
website Handle :	Dynamo Pixel
Date :	11/02/2026

High

Medium

Low

ADD NEW

DELETE

6

6

8

Highlight the task with Priority as High

Yes

No

#	Tasks	Daily	Weekly	Monthly	Initial/Occasionally	Responsible	Priority	Designation	Notes
1	Check event logs	In Progress			Done	Praveen Mohan	High	Developer	
2	latest Backup	In Progress			Done	Praveen Mohan	Low	Developer	
3	Internal updates	In Progress			Done	Praveen Mohan	Low	Developer	
4	window update and content task	Done			Done	Praveen Mohan	High	Developer	
5	ALL Backups	Pending			Done	Praveen Mohan	Low	Developer	
6	Last backup date update	Pending			Done	Praveen Mohan	Low	Developer	
7	Hositng disk space				Done	Praveen Mohan	Low	Developer	
8	Website Performance Stats				Done	Praveen Mohan	Medium	Developer	
9	website update plugins, Themes				Done	James Arthur	Medium	Developer	
10	Hosting space and expiry				Done	James Arthur	Low	IT Administrator	
11	New User id and Password / Directory / Folder				Pending	James Arthur	Low	IT Administrator	
12	All complaints register	Pending			In Progress	James Arthur	High	IT Administrator	
13	Weekly service report		In Progress		Not required	James Arthur	Low	IT Administrator	
14	Website comment reviews		In Progress		In Progress	James Arthur	High	Developer	
15	Update web emails		In Progress		In Progress	James Arthur	High	IT Administrator	
16	Content Change	Pending			In Progress	James Arthur	High	Developer	
17	Response on time to the user request	Pending			Pending	James Arthur	Medium	IT Administrator	
18	Double check all prodcuts stocks	Pending			Pending	James Arthur	Medium	IT Administrator	
19	All Services and Api running	Pending			Pending	James Arthur	Medium	IT Administrator	
20	Website Speed Optimisation	Pending			Pending	James Arthur	Medium	Developer	