Car Wash Checklist

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| **Homepage Review** |  |
| 1. Update Photo Galleries (Optional) |  |
| 1. Streamline Homepage Fonts/Styles/Colors for Consistency |  |
| 1. Remove unused Apps |  |
| 1. Check and Correct App Placement (for consistency) |  |
| 1. Verify Address/Phone Information for each Site |  |
| 1. Create Emergency Announcement App (Optional) |  |
| 1. Remove outdated content |  |
| 1. Verify all links are working |  |
| 1. Organize Site Shortcuts (Optional) |  |
| 1. Offer Recommendations for Improvement |  |
| **Channel /Section Review (Non-teacher sections)** |  |
| 1. Review Channel bar for consistency and organization |  |
| 1. Condense Channel bar to single row (Optional) |  |
| 1. Check page formatting, ensure that fonts/styles/colors are consistent |  |
| 1. Remove blank pages |  |
| 1. Inactivate outdated content |  |
| 1. Verify all hyperlinks are working |  |
| 1. Spell/Grammar check page content |  |
| 1. Redesign and Condense page content as needed (example: flex editor/file library – to multiapp page) |  |
| 1. Check Section contact information/update as necessary |  |
| 1. Optimize image/videos for best viewing on the web |  |
| 1. Disable “Classic Hierarchy” – switch to new “organize pages” method |  |
| 1. Table Content – Reformat as needed |  |
| 1. Remove/Repair any “Bad Code” (example: Microsoft word) |  |
| 1. Reorganize the pages in the section navigation (as needed) |  |
| 1. Offer Recommendations for Improvement |  |
| **User/Group Management** |  |
| 1. Remove old/outdated user accounts |  |
| 1. Remove unused Groups |  |
| 1. Work with Site Director to update Group membership (optional) |  |
| 1. Work with Site Director to update Passports (optional) |  |
| **General Site Manager Tasks** |  |
| 1. Update and Add Page Types as needed |  |
| 1. Work with Site Director to update Section Configurations (optional) |  |
| 1. Verify that all the correct Calendar Collections exist |  |
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