Car Wash Checklist

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| **Homepage Review** |  |
| 1. Update Photo Galleries (Optional)
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| 1. Streamline Homepage Fonts/Styles/Colors for Consistency
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| 1. Remove unused Apps
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| 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 Remove outdated content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
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| 1. Remove blank pages
 |  |
| 1. Inactivate outdated content
 |  |
| 1. Verify all hyperlinks are working
 |  |
| 1. Spell/Grammar check page content
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| 1. Redesign and Condense page content as needed (example: flex editor/file library – to multiapp page)
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| 1. Check Section contact information/update as necessary
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| 1. Optimize image/videos for best viewing on the web
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| 1. Disable “Classic Hierarchy” – switch to new “organize pages” method
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| 1. Table Content – Reformat as needed
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| 1. Remove/Repair any “Bad Code” (example: Microsoft word)
 |  |
| 1. Reorganize the pages in the section navigation (as needed)
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| 1. Offer Recommendations for Improvement
 |  |
| **User/Group Management** |  |
| 1. Remove old/outdated user accounts
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| 1. Remove unused Groups
 |  |
| 1. Work with Site Director to update Group membership (optional)
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| 1. Work with Site Director to update Passports (optional)
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| **General Site Manager Tasks** |  |
| 1. Update and Add Page Types as needed
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| 1. Work with Site Director to update Section Configurations (optional)
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| 1. Verify that all the correct Calendar Collections exist
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