

WordPress Maintenance Checklist

A WordPress site isn't "set and forget." Work through this on a schedule to keep it fast, secure, and backed up — and to catch small problems before they become downtime.

WEEKLY Keep it running

~15 min

- ☐ Confirm the **latest backup** ran & is stored off-site
- ☐ Check the site **loads** & key pages work
- ☐ Clear **spam comments**
- ☐ Update **plugins, themes & core** (test after)
- ☐ Test the main **contact form** submits
- ☐ Scan the **security log** for odd activity

MONTHLY Tune & tidy

~45 min

- ☐ Run a **malware / security scan**
- ☐ Check for & fix **broken links**
- ☐ **Optimise the database** (revisions, transients)
- ☐ Verify a backup actually **restores**
- ☐ Test **page speed** (PageSpeed Insights)
- ☐ Review **404 errors** & add redirects
- ☐ Delete **unused plugins & themes**
- ☐ Review **user accounts** & roles

QUARTERLY Review & harden

~1–2 hrs

- ☐ Force-reset **admin passwords**
- ☐ Audit **plugin count** — remove bloat
- ☐ Refresh **outdated content** & images
- ☐ Confirm **PHP version** is supported
- ☐ Review **Analytics & Search Console**
- ☐ Check **mobile experience** end-to-end

YEARLY Big-picture check

~half day

- ☐ Renew **domain, hosting & SSL**
- ☐ Full **content & SEO audit**
- ☐ Update **copyright year** & legal pages
- ☐ Review **hosting plan** vs. current traffic
- ☐ Re-evaluate **design & branding** freshness
- ☐ Archive an **offline full-year backup**

Don't want to juggle all this yourself? I offer monthly WordPress care plans — backups, updates, security & small fixes handled for you. → glentenorio.com/services

