

# WordPress Maintenance Checklist

Small-business friendly · Monthly tick-box guide

Keep your WordPress site secure, fast and enquiry-ready with this simple routine.

## Weekly

- Backup taken before updates
- WordPress core updated (if available)
- Theme updated (if available)
- Plugins updated (remove unused plugins)
- Quick visual check: homepage + key page

## Monthly

- Security scan completed / firewall checked
- Test contact form (confirm email arrives)
- If Ecommerce/ Booking: test checkout/booking + confirmation email
- Performance check (cache, images, Core Web Vitals)
- Broken links & 404s reviewed (add redirects if needed)
- Database tidy-up (revisions, spam, transients)
- Media tidy-up (compress/resize heavy images)
- SEO check: sitemap, indexing, Search Console issues
- Cookie/privacy notices & accessibility basics reviewed

## Quarterly

- Change weak passwords / enable 2FA where possible
- Remove old user accounts and unused admin access
- Review key pages: services, pricing, opening hours, contact details
- Hosting/PHP version checked (keep up to date)
- Plugin audit: replace bloated tools where possible

Need help? Ask about WordPress maintenance & updates in Suffolk and across the UK.