



# 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.