

The WordPress Maintenance Checklist

What to check daily, weekly, monthly, and yearly to keep your WordPress site safe.

Before you start

- ☐ **Admin access.** An Administrator login for your WordPress site.
- ☐ **A backup you know works.** A recent backup, and you know how to restore it.
- ☐ **A staging site, for bigger jobs.** Optional for routine updates; worth it before major changes.

Daily

- ☐ **Check for security alerts.** From your security plugin or your host.

Weekly

- ☐ **Update plugins and themes carefully.** One at a time or in small groups, checking the homepage, key pages, and your contact form after each round.
- ☐ **Confirm your backups ran.** Make sure the latest one exists and has a recent date.
- ☐ **Review comments and spam.**

Monthly

- ☐ **Restore a backup to a test site.** The only way to know your backups really work.
- ☐ **Check your site's speed.** A free tool like Google PageSpeed Insights.
- ☐ **Remove unused plugins and users.**

Quarterly and yearly

- ☐ **Check your PHP version and hosting.**
- ☐ **Renew your domain and SSL certificate.** Set both to auto-renew, and keep the card on file current.
- ☐ **Review who has access.** WordPress users, hosting account, and domain registrar.
- ☐ **Refresh outdated content.** Team page, hours, prices, and services.

Rather hand it off? Website Maintenance covers the technical checklist. Website Care adds a team that handles your content changes. See maintain.press/pricing.

