WordPress Website Maintenance Tasks

Daily or Ongoing

☐ Check the website loads on desktop and mobile

☐ Check key pages display correctly

☐ Make sure contact forms and enquiry emails are working

☐ Watch for error messages or warnings

☐ Keep an eye on traffic for anything unusual

Weekly

☐ Update WordPress core (if available)

☐ Update plugins and themes

☐ Check the site after updates for errors

☐ Remove unused or deactivated plugins

☐ Run a basic malware or security scan

☐ Review user accounts and remove unused access

Monthly

Backups

☐ Confirm backups are running successfully

☐ Check backup storage locations

☐ Ensure more than one backup copy exists

Performance

☐ Run a website speed test

☐ Optimise large images added recently

☐ Check caching is working correctly

Content and Functionality

☐ Test contact forms and booking forms

☐ Fix broken links

☐ Check buttons and calls to action

☐ Review important pages for outdated content

Quarterly (Every 3 Months)

☐ Review website traffic and performance

☐ Check which pages are getting the most visits

☐ Update page titles and meta descriptions where needed

☐ Submit updated sitemap if content has changed

☐ Optimise the WordPress database

☐ Check hosting uptime and performance

☐ Confirm SSL certificate is active

E-commerce or Booking Websites (If Applicable)

☐ Test checkout and payment process

☐ Check order and booking confirmation emails

☐ Review product or service availability

☐ Check pricing displays correctly

☐ Monitor failed or abandoned checkouts

Annual

☐ Review all plugins and themes

☐ Remove anything no longer needed

☐ Review site structure and navigation

☐ Refresh design or layout if required

☐ Run a full SEO audit

☐ Review accessibility basics

☐ Check domain and hosting renewal dates

If a website hasn't been checked in:

a week, something might be outdated

a month, something might be slowing it down

a year, something is probably broken

Save this checklist in a place you can easily find and come back to it regularly.

Consistent small checks are far easier than fixing big problems later.