WEB3MATRIX.COM · FREE CHECKLIST

WordPress maintenance checklist

Tick each task as you go. Keep a dated copy so you can see what was done and when.

Weekly

- [ ] Apply WordPress, theme and plugin updates (or check automatic updates ran)
- [ ] Confirm a recent backup exists and is stored off the server
- [ ] Send a test enquiry through each contact form
- [ ] Look at the site on a phone: home page, key service page, contact page

Done on: _____ By: _____

Monthly

- [ ] Review the plugin list and remove anything unused or abandoned
- [ ] Review user accounts: remove leavers, confirm two-step authentication
- [ ] Run a speed test on the home page and one key landing page
- [ ] Check for broken links and pages returning errors

Done on: _____ By: _____

Quarterly

- [ ] Test-restore a backup to a staging copy and check it works
- [ ] Review security settings (file editing disabled, strong passwords, firewall)
- [ ] Check new pages for accessibility: headings, alt text, contrast, keyboard use
- [ ] Review licences for premium themes and plugins due for renewal

Done on: _____ By: _____

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Accounts, renewals and the decisions to review once a year.

Yearly

- [ ] Check the PHP version on your hosting meets WordPress requirements
- [ ] Review the hosting plan: speed, backups, support and renewal price
- [ ] Confirm the theme is still maintained and compatible
- [ ] Review whether every paid plugin is still needed before it renews

Done on: _____ By: _____

Ownership and access (check once, then yearly)

- [ ] Domain registered in the business name; you hold the login
- [ ] Hosting account in the business name; you hold the login
- [ ] At least one WordPress administrator account belongs to the business
- [ ] Suppliers use their own named accounts, removed when work ends

Done on: _____ By: _____

Record your key details

Domain registrar and renewal date: _____

Hosting provider and renewal date: _____

Where backups are stored: _____

Who maintains the site: _____

Prefer someone else to handle this? See web3matrix.com/domain-hosting-maintenance/ for care plans.