✅ The Ultimate WordPress Maintenance Checklist

Keeping your WordPress site healthy isn't something you do once and forget about — it's an ongoing routine. A well-maintained site runs faster, stays secure, and gives your visitors a smooth and safe experience. You've likely invested a great deal of time, energy, and money into your website, and keeping it in good shape requires some effort.

Here's a **practical WordPress Maintenance Checklist**, broken down by how often you should tackle each task.

🗓️ Daily Maintenance

These quick daily habits keep your site safe and tidy.

1. **Check if your site is online**
   - Use tools like UptimeRobot or Jetpack to make sure your website hasn't gone down without you knowing.
2. **Keep an eye on comments**
   - Approve genuine ones, delete the spam. Plugins like Akismet or Antispam Bee make this much easier.
3. **Confirm backups are running**
   - If your backups aren't automated, make sure you do one every day. Plugins like UpdraftPlus, BlogVault, or your host's backup tool work great.

🔄 Weekly Maintenance

A little extra attention each week prevents bigger problems later.

1. **Update WordPress, themes, and plugins**
   - Do updates regularly. Delete anything you don't use to reduce security risks.

2. **Test your website's key pages**
   - Visit important pages (like your homepage, contact form, or checkout) to make sure everything looks good and works properly.
3. **Run a quick security scan**
   - Tools like Wordfence, Sucuri, or iThemes Security can alert you to threats before they cause issues.
4. **Check your analytics (SEO)**
   - Look at traffic, bounce rate, and conversions with Google Analytics (or your preferred tool) to spot trends early.

🗓️ Monthly Maintenance

Set aside time once a month for these deeper check-ins.

1. **Update WordPress core and database**
   - Staying updated keeps your site secure and gives you access to the latest improvements.
2. **Update your theme and plugin files**
   - Outdated themes and plugins are a common security hole. Make sure everything is compatible with the current version of WordPress.
3. **Double-check backups**
   - Even if you run daily backups, confirm they're stored safely and can be restored if needed.
4. **Scan for viruses or malware**
   - A quick scan with Wordfence or Sucuri gives you peace of mind.
5. **Review your firewall and security settings**
   - Ensure your firewall is active and doing its job. Services like Wordfence, Cloudflare or Sucuri can help protect against attacks.
6. **Do a full security scan**
   - A deeper dive helps uncover vulnerabilities that a quick scan might otherwise miss.
7. **Check file integrity**
   - Make sure no files have been altered or tampered with.

8. **Update your PHP version**
   - Running the latest stable version makes your site faster, safer, and more compatible.
9. **Check your domain and SSL**
   - Confirm your domain registration is current and your SSL certificate hasn't expired (expired SSL scares off visitors and hurts SEO).
10. **Clear out spam comments**
    - Even with spam filters, some junk slips through. Clean them up monthly.
11. **Verify uptime monitoring**
    - Make sure your monitoring tools (like UptimeRobot) are still active and alerting you if the site goes down.

🧹 Quarterly Maintenance

Every few months, give your site a full "spring cleaning."

1. **Test your forms and Calls to Action**
   - Submit your own contact, signup, or checkout forms to confirm they work.
2. **Review your hosting and SSL**
   - Ask yourself: is your hosting plan still the right fit? Also, renew SSL certificates if they're close to expiring.
3. **Refresh old content**
   - Update your best-performing posts and pages with new info, stats, or links.
4. **Do a full site audit**
   - Look for broken links, 404 errors, outdated plugins, or unnecessary redirects that may slow things down.

📦 Annual Maintenance

Once a year, step back and look at the big picture.

1. **Renew domain name and licenses**
   - Don't let your domain, plugin, or theme licenses expire.
2. **Evaluate your site's design and goals**
   - Is your site still mobile-friendly? Does it match your brand and business goals? If not, it might be time for an update.
3. **Archive old data**
   - Store a full backup offline or in cold storage (like an external drive or long-term cloud archive).
4. **Clean up the media library**
   - Delete unused images and files to free up space and keep things organized.

🛠️ Handy Tools for Easier Maintenance

- **Backups:** UpdraftPlus, BlogVault, Jetpack
- **Security:** Wordfence, Sucuri, iThemes Security
- **Performance:** WP Rocket, LiteSpeed Cache, Asset CleanUp
- **Monitoring:** UptimeRobot, Google Search Console
- **SEO:** Yoast, Rank Math, SEOPress

👋 Final Thoughts

WordPress maintenance doesn't have to be overwhelming. A little regular care keeps your site safe, fast, and reliable — while improving user experience and SEO.