

# WORDPRESS MAINTENANCE CHECKLIST

## DAILY

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### UPTIME

Check if website is up and running and if it had any issues in the last 24 hours.

### BACKUP

Check if the website backup was executed correctly.

### SECURITY UPDATES

Check if any security updates were released and if so, install them.

### SECURITY REPORT

Consult the security log and check if the website had any major issues in the last 24 hours.

## WEEKLY

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### GENERAL UPDATES

Check if any regular plugin or theme updates are available and execute them.

### REVIEW GSC

Review the last week of data from Google Search Console and check any error or problem mentioned.

### HEALTH CHECK

Run a health check in the website and take action, if needed.

## MONTHLY

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### VISUAL INSPECTION

Access the website and look for problems, test different devices and browsers.

### VERIFY BACKUP

Make a full backup recovery in a testing environment and check if the backup works as it should.

### BROKEN LINKS/ 404 ERRORS

Use GSC or a similar tools to verify broken links and 404 errors and report to the designated person or fix them.

### REVIEW LICENSES

Review all required licenses and check they have any issues.

### CLEAN UP MEDIA LIBRARY

Remove unused media, check the image optimization numbers and if needed, run a bulk optimization.

### SPEED AUDIT

Run speed tests on your home and most visited pages. Verify and list problems and possible improvements.

### CHECK USER LIST

Check and remove inactive users. Minimize the number of administrators on the website.

## QUARTERLY

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### PASSWORD CHANGE AND EMAIL CHECK

Enforce the change of new passwords for all users, including all users with admin roles. Verify the email(s) to be used in case of an outage occurs.

### DECLUTTER

Remove all unused, outdated and abandoned plugins and themes. The same for the uploads and media section.

### TEST ALL FORMS

Validate all forms in the website, verify their recipient information and test their operation.

### OPTIMIZE DATABASE

Run a health check and an optimizing database tool to declutter and improve database performance.

### WEBSITE SETTINGS

Check the website settings, like visibility rules, time zone, URL format and identity information to make sure everything is as should be.