WordPress Website Maintenance Checklist

Weekly | Small, regular actions that keep your site healthy and prevent bigger issues later

- ☐ Check for plugin, theme, and WordPress core updates (Test in staging before applying)
- ☐ Back up the site and test that the backup works
- ☐ Run a malware and vulnerability scan
- ☐ Review uptime and make sure the site loads quickly
- ☐ Clean out spam comments and empty the trash
- ☐ Review analytics for any sudden drops or spikes in traffic
- ☐ Monitor login attempts and suspicious IPs
- ☐ Verify forms are submitting correctly (contact, quote, newsletter)

Monthly | Helps catch subtle performance, SEO, or content issues before they escalate

- ☐ Run a full performance test (Google PageSpeed Insights or GTmetrix)
- ☐ Crawl the site for broken links and fix redirects or 404s
- ☐ Review SEO health: indexing, schema markup, and sitemap submissions
- ☐ Test all CTAs and conversion tracking
- ☐ Clean up database overhead (post revisions, transients, spam)
- ☐ Optimise and compress images; remove unused media
- ☐ Check for outdated content, promotions, or events
- ☐ Ensure backups are stored off-site and old archives deleted

www.radiantweb.co.za

WordPress Website Maintenance Checklist

Quarterly | Keeps your website aligned with technical standards and user expectations

- ☐ Test a backup restore in a staging environment
- ☐ Review and remove unused plugins or themes
- ☐ Check for deprecated code or compatibility warnings
- ☐ Ensure PHP, MySQL, and other server software are up to date
- ☐ Review caching setup and renew caching rules
- ☐ Conduct a mini UX and accessibility audit: navigation, mobile responsiveness, form usability
- ☐ Review structured data and canonical tags for consistency
- ☐ Refresh WP login salts and review password policies

Yearly | A full digital health check and brand refresh for the year ahead

- ☐ Review hosting plan performance, storage, and renewal terms
- ☐ Renew domain and SSL certificates if applicable
- ☐ Revisit privacy policy, cookie notices, and compliance documents
- ☐ Audit full site for design, branding, and content consistency
- ☐ Refresh hero visuals, featured images, and layout elements
- ☐ Evaluate long-term SEO strategy and UX improvements
- ☐ Document any new maintenance processes or workflow changes
- ☐ Update copyright year in the footer and legal pages

www.radiantweb.co.za