FREE CHECKLIST · AAMIRTECHS

# WordPress Maintenance Checklist

The weekly, monthly, and quarterly routine that keeps a WordPress site secure, fast, and online.

Maintenance is a rhythm, not an event. Sites do not usually break because of one big failure; they rot slowly through skipped updates, untested backups, and plugins nobody is watching. Run this routine and your site stays boring, which is exactly what you want from it.

## Every week

- [ ] Check the site loads on desktop and phone
  Thirty seconds. Do it before your customers do.
- [ ] Review security scan results and any blocked attacks
- [ ] Check uptime reports for gaps
  Downtime you did not notice still cost you.
- [ ] Moderate comments and form submissions
  Spam left visible makes the business look abandoned.
- [ ] Confirm the latest backup completed
  A backup that silently failed is worse than none.

## Every month

- [ ] Take a fresh full backup and store it off the site
- [ ] Update WordPress core, theme, and plugins
  On a staging copy first for business sites and stores.
- [ ] Walk the site after updates: homepage, key pages, contact form, checkout
  Updates are not done when they install. They are done when the site is checked.
- [ ] Test the contact form and any booking or checkout flow end to end
- [ ] Review plugin list: remove anything unused or abandoned
  Abandoned plugins are the top way in for attackers.
- [ ] Check site speed against last month
  Slow creep is invisible without a number.
- [ ] Review user accounts and remove anyone who left

## Every quarter

- [ ] Restore a backup to a test location and prove it works
  An untested backup is a hope, not a backup.
- [ ] Renew or review premium plugin licenses
  Lapsed licenses mean no security updates.

- [ ] Check hosting renewal price and plan limits
  Introductory prices renew higher. Know the real number.
- [ ] Review Google Search Console for errors and coverage drops
- [ ] Test every form, button, and payment path once more, slowly
- [ ] Update passwords for admin accounts and confirm two factor is on

## Backups, the rules that matter

- [ ] Backups live somewhere other than the site itself
  A backup on the same broken server is not a backup.
- [ ] Stores back up more often than brochure sites
  Daily at minimum. Hourly when orders are frequent.
- [ ] You can name the date of the last successful restore test
  If you cannot, schedule one this quarter.

## When something breaks

Do not start clicking. Note the time and what changed last (an update, a new plugin, a hosting change). Check whether the whole site is down or one page. Restore the most recent good backup if the site is down and earning money by the hour; debug on a staging copy if it is not. Write down what happened and what fixed it, because the same break will visit again.

### Rather hand this rhythm to a team?

Our WordPress management service runs this checklist on your site with tested updates, off site backups, monitoring, and a monthly report. See aamirtechs.com/services/wordpress-management/