

WordPress Maintenance Checklist for Business Websites

A working checklist for daily, weekly, monthly, and quarterly WordPress maintenance tasks.

Daily Tasks

Task	Owner	Status	Last Completed	Notes
Check uptime and public availability				
Confirm backups completed successfully				
Review critical security alerts				
Test business-critical forms or transactions				
Check active campaign or lead-generation pages				

Weekly Tasks

Task	Owner	Status	Last Completed	Notes
Review available WordPress core, plugin, and theme updates				
Visually check key pages on desktop and mobile				
Review comments, spam, and user activity				
Scan analytics and search visibility signals				
Review performance warnings and obvious front-end issues				

Monthly Tasks

Task	Owner	Status	Last Completed	Notes
Run a controlled update cycle with a fresh restore point				
Verify backups through a restore test or documented recovery check				
Audit active and inactive plugins and themes				
Review performance on homepage and priority landing pages				
Clean up outdated content, media, and broken links				
Document updates, findings, fixes, and follow-up tasks				

Quarterly Tasks

Task	Owner	Status	Last Completed	Notes
Review hosting, PHP version, database health, storage, SSL, and cache configuration				
Review security controls, admin users, two-factor authentication, and firewall settings				
Review backup coverage, storage, recovery point objective, and recovery time objective				
Review conversion paths, calls to action, and content quality				
Review whether the current support model still matches business risk				

Escalation Notes

Use this area to document who handles urgent downtime, failed backups, malware alerts, broken forms, failed updates, and restore decisions.