

# WordPress Maintenance Plan:

Basic items that should be regularly checked/actioned

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## All sites:

Weekly (or more regularly based on site popularity)

- general visual check of website (pages load ok; any rotating banners have expected images)

If site is enabled for comments (assuming manual verification):

- check and validate new comments
- check and remove spam

Monthly / Bi-monthly

- check WP notices for updates (apply with due caution and recheck site)
- check plugin notices for updates (apply with due caution and recheck site)
- check that site backups are functioning
- check server logs for broken links and fix any

Six-monthly

- WordPress usually releases major updates twice a year:  
check for these and apply with due caution and check site

## More complex sites:

Check regularly:

- also check that widgets are functioning, especially those that call outside content (facebook, twitter etc)
- sites with multiple user accounts – check that all accounts are still valid
- check embedded video/audio content is still linked properly
- check site stats, check google analytics etc

Ecommerce:

- check that payment accounts are still valid
- verify cart and payment gateway functionality

## Other services

Uptime checking

- the WordPress external tools can show you outages in your site hosting. This can be used to check that your hosting is working well (and can alert you if your site is taken offline by hacking)

Malware scan

- plugins or external tools can scan the site files to check for malicious code and backdoors that can be sneaked into sites