

# The Ultimate **WordPress** **Maintenance** Checklist

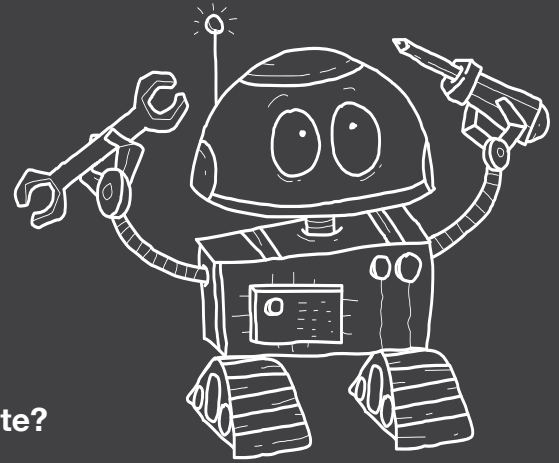


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# The Ultimate **WordPress** **Maintenance** Checklist

Your easy quick guide to maintaining your website.

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**Want to be confident updating your own website?**

**Worried your site will break during an update?**

**Don't know what you should be updating on your website?**

## **Hello!**

I've created this checklist because I want to help people just like you be confident in updating and looking after your own website.

It's packed with a do-able, straight forward checklist and tips to help you feel better about maintaining your website.

I hope you love it.

*Robyn*

Director and Developer, **Smart Robbie**

## **What is WordPress Maintenance?**

In the 1990's websites used to be 'set and forget'. They were simpler websites, served as online brochures. WordPress maintenance didn't exist, it wasn't something you had to worry about.

Today, websites are more complex. You use your website as part of your marketing efforts to get new leads, service customers, transact online and much more.

Website maintenance is when you regularly login to your website and perform software updates for all plugins, themes and WordPress version.

It's very much like maintain your car, you have regular services on your car. If you don't service your car and something goes wrong, it's often more expensive to fix.

## Step 1:

### Get all the essential logins

Before you start your maintenance, it's important you get all the core logins for your website.

#### Domain Login:

Username and Password for where your domain is registered e.g. Netregistry

#### Hosting Login:

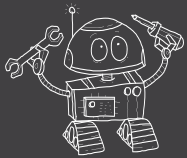
Where your website is hosted. e.g. WP Engine, Ventra IP etc. Find your login and check you also have access to your cPanel and FTP login.

#### WordPress Login:

Administrator login for your WordPress website to perform the updates.

#### Pro Plugins and Themes:

For example Elegant themes, Elementor Pro, WP Rocket, WooCommerce, ThemeForest etc.



#### Pro Tip

Use LastPass.com to save your passwords. Save them in an organised folder so you can easily find them when you need to. Also use this checklist to write them down and print it off.

## Step 2:

### Pre-update backups and checks

Doing a visual check of the website before you update keeps you from troubleshooting a design change or issue that may have existed before you updated! Always ensure you have a fresh backup. You can never have enough backups!

#### Create a Full backup

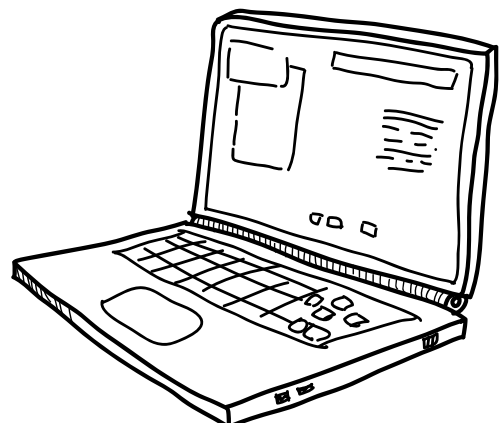
Have a reliable, current backup of your site. Take a backup right before you update your site.

#### Confirm full backup is complete

Check the backup has been completed before starting your updates.

#### Perform a visual check

Do a visual inspection of your website before you update. Stick to the most important pages.



## Step 3: Update your WordPress Website

It's always a good idea to update your site on a staging site before the live site if you can. If it's been a while since the website has been updated, we suggest you update everything one at a time to help isolate any issues. If your site is regularly maintained you can do batch updates.

### Update WordPress Core

Educate yourself on what is a minor or major release.

### Update Plugins

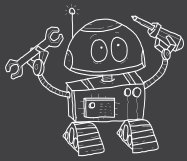
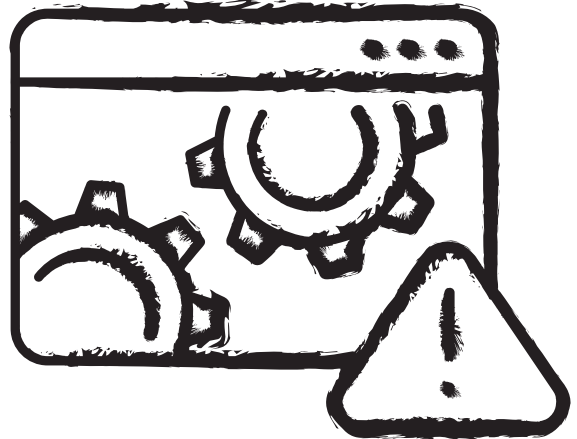
Check if the plugins have any update notices.

### Update Manual Plugins via FTP

Ideally purchase licenses for these so you can update them within the WordPress Dashboard.

### Update Theme

Insure you have a child theme active on your site to avoid any changes in your theme settings.



### Pro Tip

Become familiar with version numbering - this is for any updates.

Major Release - Medium Release - Minor Release

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## Step 4: Post Update Checks

Perform another Visual Check after updates are done. The goal of this check is to catch any missing elements, visual errors displayed as code, design changes, or any critical errors.

### Perform a Visual Check

Check your site looks and works as expected

### Test Forms / CTA / Check Out Process

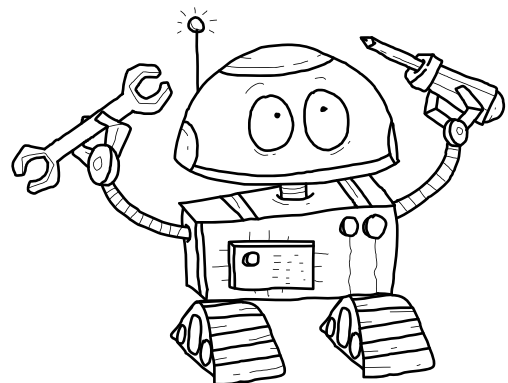
Test your contact forms, CTA, Subscriptions, check out process works as expected.

### Document outstanding issues

Document any issues that need to be resolved, fixed or sent to a developer to fix.

### Restore to a backup if required

If the site breaks restore to a backup.



## Step 5: Optimise your site

WordPress has a great feature of saving revisions on pages and posts so you can go back a version if you need to. All of these revisions build up in your database over time and need to be optimised.

### Clean up Spam Comments

Remove any spam comments.

### Remove page/post revisions

Remove any revisions.

### Address Admin Panel Notices

Check your admin notices and close/address them.

### Run a Security Scan

Use a plugin such as WordFence to do this.

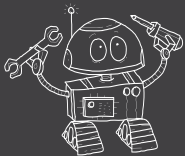
### Check for Broken Links

Search for any broken links causing 404 errors.

### Run a performance scan

Check your website speed.

<https://gtmetrix.com/>



### Pro Tip

To delete page and post revisions we recommend using a WordPress plugin called WP-Optimize.



### And You're Done!

Now you know the steps to maintain your own website. If you want to learn more from me, feel free to head to: [Smartrobbie.com.au](http://Smartrobbie.com.au)

Or follow me on: Facebook - Instagram - LinkedIn

*Robyn*

Director and Developer, **Smart Robbie**



## Bonus Extra:

### How often should you update your website?

#### Weekly

- Daily Backups
- WordPress Updates
- Security Scan
- Remove spam
- Check for broken links
- Check uptime
- Add a new blog
- Visual Comparison

#### Monthly

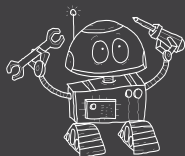
- Performance check
- Security Scan
- Google Analytics
- Review Local Search visibility
- Check for content updates
- Optimise database
- Check for major updates
- Test forms/CTA

#### Quarterly

- Review content
- Update imagery
- Review SEO meta
- Plugin review (remove any you don't use)
- Website health check
- Website Tech Audit
- Review call to actions

#### Yearly

- Update copyright date in footer
- Review content
- Check SSL
- Check domain renewals
- Review website strategy and goals



#### Pro Tip

Don't forget to test your website on all devices - Desktop, Tablet, Mobile.

#### Do you need help?

We are here to help with any WordPress Maintenance. If you prefer to have someone look after this for you, sign up to one of our WordPress Maintenance Plans.

Find out more here:  
[smartrobbie.com.au](http://smartrobbie.com.au)

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