

ACE WEB STUDIO CHECKLIST

WORDPRESS MAINTENANCE CHECKLIST

A practical website care checklist for small businesses that want to keep WordPress secure, updated, backed up and working properly.

Use it yourself, or use it to decide what should be handled by a maintenance plan.



Website care areas

Updates • backups •
security • forms •
uptime • recovery

BEST FOR

**Small UK businesses with
WordPress websites**

USE MONTHLY

**Set a recurring reminder
and record what was
checked**

HIGHER RISK SITES

**Ecommerce,
memberships and
booking systems need
extra care**

BEFORE YOU UPDATE ANYTHING

Never update WordPress, themes or plugins on a business website without a recent backup and a simple test plan. After updates, check the pages and features that bring in enquiries or sales.

WEEKLY CHECKS

- | | |
|--|---|
| ☐ Visit the homepage and key service/product pages. | ☐ Check the contact form sends correctly. |
| ☐ Check quote, booking or checkout forms if used. | ☐ Look for visible layout issues or broken images. |
| ☐ Check the website loads normally on mobile. | ☐ Confirm the site is not showing warnings or downtime messages. |

MONTHLY WORDPRESS CHECKS

- | | |
|---|---|
| ☐ Take or confirm a recent full website backup. | ☐ Update WordPress core if a stable update is available. |
| ☐ Update plugins one by one, checking the site afterwards. | ☐ Update the active theme or parent theme if needed. |
| ☐ Remove unused plugins and themes. | ☐ Check admin users and remove access that is no longer needed. |
| ☐ Review security plugin notices or suspicious login activity. | ☐ Test contact forms, email delivery and tracking after updates. |

QUARTERLY CHECKS

- | | |
|--|---|
| ☐ Confirm backups can be restored, not just created. | ☐ Check page speed for key landing pages. |
| ☐ Review broken links and fix important ones. | ☐ Check Google Analytics and Search Console are still tracking. |
| ☐ Review privacy policy, cookie notice and contact details. | ☐ Check hosting storage, PHP version and SSL certificate status. |

EXTRA CHECKS FOR HIGHER-RISK SITES

WEBSITE TYPE	EXTRA CHECKS	MAINTENANCE FIT
Simple brochure site	Forms, backups, updates, mobile display and key pages.	Basic care is often enough.
Ecommerce site	Checkout, payment gateway, order emails, stock and product pages.	Complete care is usually safer.
Booking website	Calendar, booking forms, confirmation emails and payment links.	Complete care is usually recommended.
Membership site	Logins, account pages, restricted content and payment/subscription features.	Complete care is usually recommended.

WHEN TO ASK FOR HELP

- The website has not been updated for several months.
- You are not sure whether backups are working.
- A plugin update has broken a page, form, checkout or booking feature.
- The site is showing security warnings or suspicious admin activity.
- Your website is important to enquiries, bookings or sales and you do not want to risk DIY updates.

NEED SOMEONE TO HANDLE THIS FOR YOU?

REQUEST A WORDPRESS MAINTENANCE QUOTE

Ace Web Studio offers simple WordPress maintenance plans for small businesses. Basic care starts from £35/month. Complete care starts from £55/month for sites with more moving parts.

[REQUEST A MAINTENANCE QUOTE](#)