

The website maintenance checklist: daily, weekly, monthly, quarterly and yearly

What a website needs and how often: the daily, weekly, monthly, quarterly and yearly jobs that keep a site secure, fast and working, in one printable list.

A website is never finished. This list shows the routine that keeps one healthy, in the order the jobs come round. Tick them off yourself, hand the list to your developer, or ask a maintenance team to run it for you.

Every day (most of this should be automatic)

- ☐ The site is up, and you are alerted if it goes down.
- ☐ The last backup finished without errors.
- ☐ Security scans ran and nothing was flagged.
- ☐ Contact and booking forms still deliver, or you are alerted if they stop.
- ☐ Any error alerts or warnings have been looked at.

Every week

- ☐ Apply updates to plugins, themes and the platform, after a backup.
- ☐ Look at the security log and the firewall activity for anything unusual.
- ☐ Check for broken links and pages that return errors.
- ☐ Test your main contact or enquiry form with a real message.
- ☐ Spot-check how fast the home page and one key page load on a phone.
- ☐ Clear spam comments and spam form entries.

Every month

- ☐ Restore a backup to a test copy and check that the site works.
- ☐ Place a test order, booking or sign-up from start to finish.
- ☐ Review user and admin accounts. Remove anyone who should no longer have access.
- ☐ Look at your analytics and Search Console for drops, errors and warnings.
- ☐ Check the expiry date of your SSL certificate.
- ☐ Remove plugins and themes you no longer use.



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- ☐ Review the slowest pages and fix what is making them slow.
 - ☐ Write down what was done, so there is a record.
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Every quarter

- ☐ Review performance: loading speed and the Core Web Vitals report.
 - ☐ Read your key pages for out-of-date prices, hours, names and offers.
 - ☐ Check how long backups are kept and how much storage they use.
 - ☐ Check the PHP version and hosting plan are still supported and big enough.
 - ☐ Run an accessibility spot-check: text size, contrast, form labels and keyboard use.
 - ☐ Review third-party scripts, such as chat widgets and trackers, and remove what you no longer use.
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Every year

- ☐ Renew or confirm your domain name, SSL certificate and hosting, and diarise the next dates.
 - ☐ Review the whole site structure and content, and retire pages nobody needs.
 - ☐ Change important passwords, turn on two-factor sign-in, and review who holds the logins.
 - ☐ Review your privacy and cookie notices with your adviser.
 - ☐ Review the cost and the plan you are on, and write a short improvement list for the next twelve months.
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Want it taken off your hands?

Every WebXSentry plan runs the daily, weekly and monthly parts of this list for you and reports on them each month, with hands-on hours for the changes you ask for. See [the plans](#), or find out [what website maintenance includes](#).

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