

The Complete Monthly Hosting Maintenance Checklist

A practical monthly worksheet for backups, SSL, updates, performance, security, uptime and hosting plan review.

How to use this checklist

Use this checklist on the same date each month. Work through all six groups in order. Record findings as you go so you can compare results month over month and identify trends before they become problems. Budget 30 to 45 minutes for a typical site.

Monthly Review Details

Website / Domain _____	Review Month _____
Hosting Provider _____	Reviewer _____
CMS / Platform _____	Backup Location _____
Current Plan _____	Next Review Date _____

Quick Status Snapshot

Overall status <input type="checkbox"/> Healthy <input type="checkbox"/> Watch <input type="checkbox"/> Issue	Needs follow-up? <input type="checkbox"/> No <input type="checkbox"/> Yes	Urgency level <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
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Group 1: Backups

- Backup log or dashboard checked: most recent backup completed successfully at the expected time
- Backup file size confirmed as consistent with previous backups (not suspiciously small)
- Test restore performed: at least one file, database table or staging environment restore verified this month
- Backup frequency confirmed: daily backups running as expected
- Backup retention window confirmed: expected number of restore points available
- Off-server backup confirmed: backup is not stored only on the same hosting account
- Hosting storage quota checked: backup accumulation is not approaching the storage limit

Notes and follow-up items

Group 2: SSL Certificate and Domain

<input type="checkbox"/>	SSL certificate expiry date checked and noted
<input type="checkbox"/>	SSL auto-renewal confirmed active and DNS still resolving to host (required for Let's Encrypt auto-renewal)
<input type="checkbox"/>	SSL renewal schedule confirmed: auto-renewal is set to trigger at approximately two-thirds of the certificate's lifetime (note: Let's Encrypt is transitioning from 90-day to 45-day certificates by 2028; confirm your renewal automation is not relying on a fixed 60-day interval)
<input type="checkbox"/>	No SSL warnings present in browser on homepage or key pages
<input type="checkbox"/>	HTTPS redirect working correctly: HTTP requests redirecting to HTTPS on root domain and www
<input type="checkbox"/>	Domain registration expiry date checked and noted
<input type="checkbox"/>	Domain auto-renew confirmed enabled at registrar
<input type="checkbox"/>	Payment card on file at registrar confirmed current (required for auto-renew to process)

Notes and follow-up items

Group 3: CMS, Plugin and Theme Updates

<input type="checkbox"/>	WordPress core version checked; update applied if available (tested on staging first where possible)
<input type="checkbox"/>	All active plugins updated to latest stable versions
<input type="checkbox"/>	All active themes updated to latest stable versions
<input type="checkbox"/>	Deactivated plugins reviewed: any deactivated for more than 30 days deleted
<input type="checkbox"/>	Unused themes deleted: only active theme and parent theme (if applicable) retained
<input type="checkbox"/>	Update log noted: changes applied this month recorded for reference
<input type="checkbox"/>	Core functionality confirmed after updates: forms, checkout, login and key pages tested

Notes and follow-up items

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Group 4: Performance and Database

<input type="checkbox"/>	TTFB measured with Google PageSpeed Insights on homepage and result noted for trend tracking
<input type="checkbox"/>	TTFB compared to previous month: any significant increase investigated
<input type="checkbox"/>	Google Search Console Core Web Vitals report reviewed: LCP and INP checked for regressions
<input type="checkbox"/>	Hosting storage usage checked against plan limit in hosting dashboard
<input type="checkbox"/>	Database optimized: post revisions cleaned up (backup run first)
<input type="checkbox"/>	Spam and trashed comments deleted from database
<input type="checkbox"/>	Orphaned post metadata and expired transients cleared
<input type="checkbox"/>	Server-side caching confirmed active: cache not inadvertently disabled by an update

Notes and follow-up items

Group 5: Security

<input type="checkbox"/>	Malware scan run using hosting panel scanner or security plugin; results reviewed
<input type="checkbox"/>	User account audit: all admin and editor accounts reviewed; unrecognized or unused accounts removed
<input type="checkbox"/>	Error log reviewed: recurring PHP errors, database errors and 404 patterns noted
<input type="checkbox"/>	Failed login attempts reviewed: any pattern suggesting brute force or credential stuffing activity identified
<input type="checkbox"/>	File integrity check run if security plugin supports it
<input type="checkbox"/>	Admin account passwords confirmed strong; any accounts with weak or shared passwords updated

Notes and follow-up items

Group 6: Uptime and Hosting Plan

<input type="checkbox"/>	Uptime monitoring report reviewed: any downtime incidents from past month noted and investigated
<input type="checkbox"/>	Server response time patterns reviewed: any consistent slowdowns at specific times noted
<input type="checkbox"/>	Hosting resource usage reviewed: CPU, RAM, bandwidth within plan limits
<input type="checkbox"/>	Hosting plan adequacy assessed: no signals that plan is approaching its limits
<input type="checkbox"/>	Any support tickets or hosting incidents from past month confirmed resolved
<input type="checkbox"/>	Renewal date for hosting plan noted: no unexpected renewal coming in next 30 days

Notes and follow-up items

Disclaimer

This checklist is for general informational and organizational purposes only. It is not financial, technical or professional advice and should not replace a personalized plan or guidance from a licensed or qualified professional.

Hosting control panel layouts, available tools, update processes and maintenance features vary by provider, CMS and hosting plan and can change over time. Always back up your site before applying updates, running database optimizations or making configuration changes.

This checklist must be adapted to the user's specific website, hosting environment, CMS, risk tolerance and business requirements. Web Hosting Services makes no guarantees regarding outcomes based on use of this checklist in any format.

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