

DIY Website Maintenance Checklist

For WordPress and YOOWtheme Pro builds hosted on WP Engine

Site: _____ Date: _____

Operator: _____ Environment: Staging / Production

Completed backup checkpoint / time: _____

01 BEFORE YOU CHANGE ANYTHING

- ☐ Confirm the site, environment, access and person who approves the work.
- ☐ Inventory versions; read vendor requirements and map dependencies.
- ☐ Choose compatible stable releases; get help if requirements conflict.
- ☐ Create a fresh backup and verify it has completed. Record it above.

02 REHEARSE ON STAGING

- ☐ Confirm copy direction; protect staging from indexing and live transactions.
- ☐ Use approved test data; prevent unintended emails and integrations.
- ☐ Update one approved component at a time; record old and new versions.
- ☐ Test after each change. Stop on errors, failed functions or unclear results.

03 CHECK THE CUSTOMER EXPERIENCE

- ☐ Check key pages, menus, images and buttons on desktop and phone.
- ☐ Submit an approved test form; verify receipt and any stored entry.
- ☐ Test relevant search, calculators, booking, login and sandbox checkout.
- ☐ Check a fresh logged-out view; record failures and anything not tested.

04 UPDATE LIVE AND KEEP A RECORD

- ☐ Approve the tested sequence and timing; make a fresh production backup.
- ☐ Repeat updates one at a time and rerun the customer checks.
- ☐ Never blindly overwrite production with the staging database.
- ☐ If a check fails, stop. Protect new orders/inquiries before any recovery.
- ☐ Review native auto-update choices, alerts and who handles failures.
- ☐ Log results and schedule the next review; act promptly on security notices.

Changes / old and new versions: _____

Results / untested items / follow-up owner: _____
