



# Monthly WordPress media cleanup: the 30-minute routine

**Hey! A quick word about Mediapapa first:** thirty minutes a month is the difference between a healthy library and a three-hour emergency cleanup next year. Mediapapa scans your entire library against every WordPress usage context, scores each file, and helps you take action.

## Before you start (2 min)

---

Two checks before any cleanup session.

- Recent backup confirmed** covering files and database, or staging environment available.
- Current uploads folder size noted** in your tracking sheet.
- Current media count noted** (from Media > Library).

## Step 1 · Health check (5 min)

---

Get a picture before acting. Track three numbers monthly.

- Total /uploads folder size recorded.
- Total media files count recorded.
- Files added since last session reviewed.
- Any unusual spike in file count or folder size investigated.

## Step 2 · Clean obvious clutter (10 min)

---

Quick wins: trash, unused candidates, large images, non-image files.

- WordPress media trash emptied if not done recently.
- Unattached media shortlist reviewed.
- Each unattached candidate verified before deletion (search in post content, custom fields, builders).
- Large images (over 1 MB) flagged for compression or modern format conversion.
- PDFs, audio, video reviewed — broken links to deleted files identified and fixed.

### **Step 3 · Duplicates and sizes (8 min)**

---

Two types of clutter that grow silently.

- Library sorted by filename — patterns like image.jpg, image-1.jpg, image-2.jpg identified.
- Library sorted by date — same-day bulk uploads with similar names spotted.
- Duplicate candidates cross-referenced for active usage before removal.
- If theme changed recently: regenerated thumbnail sizes reviewed (Regenerate Thumbnails on staging).

### **Step 4 · Prevention habits (5 min)**

---

Five small habits that prevent the next backlog.

- File naming convention applied to recent uploads (descriptive-lowercase-hyphenated.jpg).
- Pre-upload search habit confirmed — checking the library before adding a new file.
- One canonical version per asset (replace, do not stack new versions).
- Registered image sizes reviewed when new plugins or themes were installed.
- Monthly calendar reminder set for next session (first Monday of the month works).

### **Step 5 · Post-cleanup verification (2 min)**

---

Five pages, two minutes. Catch the breakage before customers do.

- Homepage checked, desktop and mobile.
- Highest-traffic post or page checked.
- Category or archive page checked.
- Product page and shop page checked (if WooCommerce).
- Most recent published article or page checked.
- Page cache cleared. CDN purged.
- Trash emptied after verification.

## If you only have 10 minutes

---

Reduced pass. The audit is incomplete but the site is safe.

- Step 1 (Health check) completed — metrics noted.
- Step 2 (Quick wins): large images and trash only.
- Step 5 (Verification) run on five key pages.
- Steps 3 and 4 deferred to next month.

### **Make the monthly routine actually take 30 minutes.**

Mediapapa Pro indexes usage sitewide, surfaces unused and duplicate files in seconds, and warns you before any deletion that would break a page. The monthly cleanup turns from a careful inspection into a guided ten-minute pass.

[See Mediapapa Pro plans →](#)

support@wp-mediapapa.com · wp-mediapapa.com