

All clients



PREPARED BY
Harbour IT

DATE
13 Oct 2026

CLIENTS
3

REPORT
SharePoint storage

What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

Clients

3

in this report

Need attention

3

with rows flagged for review

No data for this report

0

every client has data

SharePoint storage 3

Client	To review	Storage used	Free space	Older versions	Recycle bins	Untouched for 2 years
Contoso Legal LLP	3	28%	866.9 GB	24.1 GB	7.0 GB	181.4 GB
Fabrikam Dental Group	3	88%	178.1 GB	100.0 GB	68.0 GB	697.7 GB
Northwind Traders	3	41%	793.0 GB	39.8 GB	7.0 GB	279.8 GB
Total	9	–	–	–	–	–

Figures are the report's headline numbers for each client. Each client's own report has the detail.

Prepared by Harbour IT from each client's latest collection. Collected from Microsoft 365 with read-only access; nothing was changed.