SHAREPOINT STORAGE: SITES BY STORAGE

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

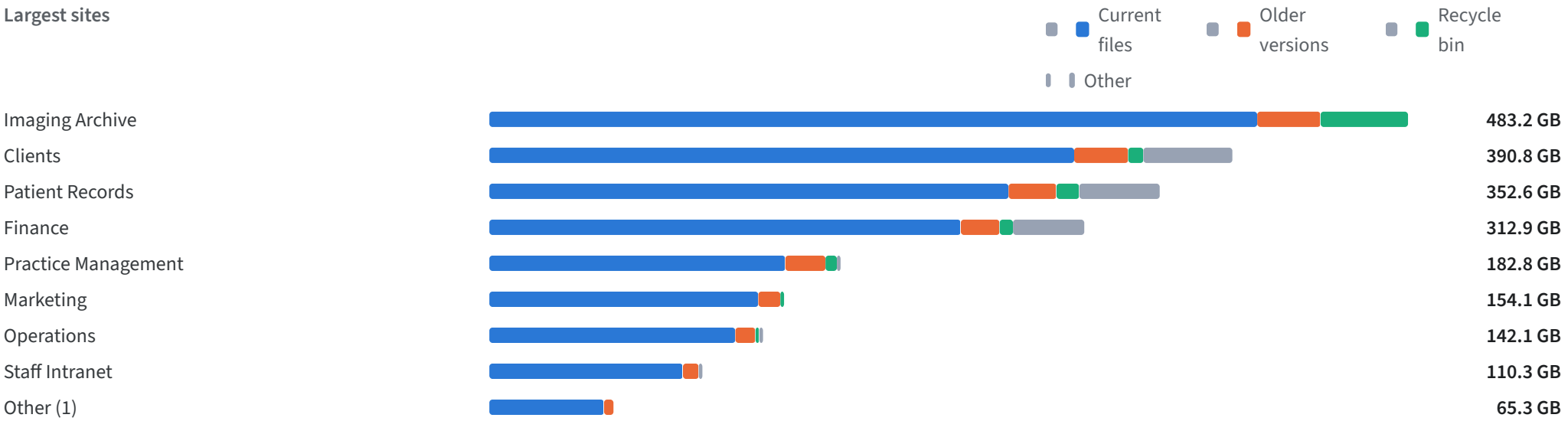
What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

Filtered view. Sites by storage: 17 of 17 rows, 1 column hidden. The headline figures cover every row.

Sites by storage 17

Largest first. Storage used includes versions, the recycle bin and everything else on the site.

Largest sites



Site	Storage used	Current files	Older versions	Recycle bin	Untouched 2+ years	Site limit	Last change
Clients	148.3 GB	115.9 GB	10.7 GB	4.0 GB	75.5 GB	Tenant storage	27 Nov 2026
Finance	74.2 GB	58.5 GB	4.8 GB	2.0 GB	38.4 GB	Tenant storage	27 Nov 2026
Operations	53.9 GB	48.9 GB	4.0 GB	1.0 GB	30.5 GB	Tenant storage	27 Nov 2026
Marketing	33.7 GB	31.2 GB	2.5 GB	0 bytes	20.9 GB	Tenant storage	27 Nov 2026
Staff Intranet	27.0 GB	24.9 GB	2.0 GB	0 bytes	16.0 GB	Tenant storage	27 Nov 2026
Imaging Archive	483.2 GB	403.9 GB	33.3 GB	46.0 GB	271.8 GB	Tenant storage	27 Nov 2026
Patient Records	352.6 GB	273.1 GB	25.2 GB	12.0 GB	167.2 GB	Tenant storage	27 Nov 2026
Practice Management	182.8 GB	155.7 GB	21.1 GB	6.0 GB	106.0 GB	Tenant storage	29 Nov 2026
Finance	117.5 GB	92.8 GB	7.6 GB	3.0 GB	53.4 GB	Tenant storage	27 Nov 2026
Marketing	65.3 GB	59.4 GB	4.9 GB	1.0 GB	42.0 GB	Tenant storage	27 Nov 2026
Old Projects	65.3 GB	60.3 GB	5.0 GB	0 bytes	35.5 GB	Tenant storage	27 Nov 2026
Staff Intranet	39.2 GB	36.2 GB	3.0 GB	0 bytes	21.7 GB	Tenant storage	27 Nov 2026
Clients	242.5 GB	191.7 GB	17.7 GB	4.0 GB	114.4 GB	Tenant storage	27 Nov 2026
Finance	121.2 GB	96.7 GB	8.0 GB	2.0 GB	60.3 GB	Tenant storage	27 Nov 2026
Operations	88.2 GB	80.5 GB	6.6 GB	1.0 GB	48.9 GB	Tenant storage	27 Nov 2026
Marketing	55.1 GB	50.9 GB	4.2 GB	0 bytes	29.2 GB	Tenant storage	27 Nov 2026
Staff Intranet	44.1 GB	40.7 GB	3.3 GB	0 bytes	27.1 GB	Tenant storage	27 Nov 2026

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.