SHAREPOINT STORAGE: SITES BY STORAGE

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

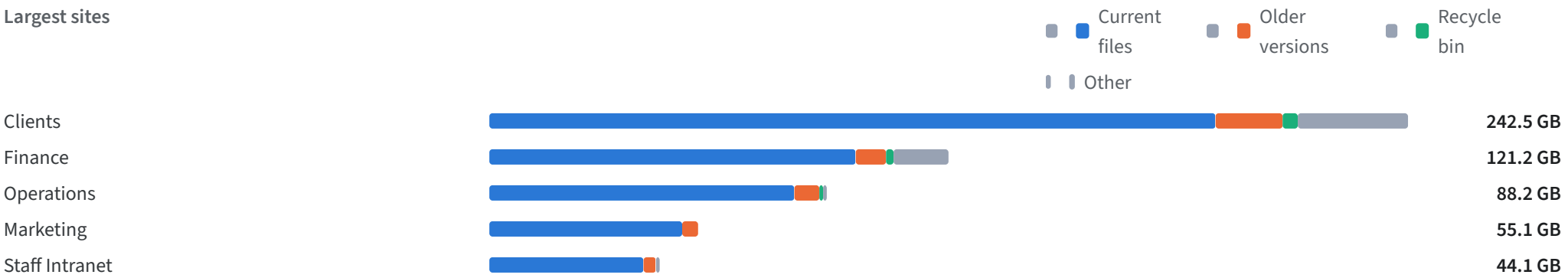
What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

Filtered view. Sites by storage: 5 of 17 rows, Client is Northwind Traders. The headline figures cover every row.

Sites by storage 5

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

Largest sites



Client	Site	Storage used	Current files	Older versions	Recycle bin	Untouched 2+ years	Site limit	Last change
Northwind Traders	Clients	242.5 GB	191.7 GB	17.7 GB	4.0 GB	114.4 GB	Tenant storage	27 Nov 2026
Northwind Traders	Finance	121.2 GB	96.7 GB	8.0 GB	2.0 GB	60.3 GB	Tenant storage	27 Nov 2026
Northwind Traders	Operations	88.2 GB	80.5 GB	6.6 GB	1.0 GB	48.9 GB	Tenant storage	27 Nov 2026

Client	Site	Storage used	Current files	Older versions	Recycle bin	Untouched 2+ years	Site limit	Last change
Northwind Traders	Marketing	55.1 GB	50.9 GB	4.2 GB	0 bytes	29.2 GB	Tenant storage	27 Nov 2026
Northwind Traders	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.