# Work instruction: Check Site collection quota use

This document describes the work instruction of the daily check “Check Site Collection Quota Use”. The goal of this work instruction is to check if all site collections have a site collection quota assigned and if the storage used is above 90% of the quota template.

# Involved servers

|  |  |  |
| --- | --- | --- |
| Acceptance | Production | Disaster Recovery |
|  |  |  |

# Steps

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| --- | --- |
| Step | Screenshot |
| Step 1:  Open a RDP session to the Admin server |  |
| Step 2:  Open the SharePoint Management Shell |  |
| Step 3:  Run the following PowerShell code | $sites = Get-SPSite -Limit All -WebApplication $webapplication  foreach ($site in $sites)  {  $url = $site.URL  $site.RecalculateStorageMetrics()  $quotaTemplate = $templates | Where-Object -FilterScript { $\_.QuotaId -eq $site.Quota.QuotaID }  if ($null -ne $quotaTemplate)  {  $siteFillPercentage = [math]::Round(($site.Usage.Storage / 1MB) \* 100 / ($site.Quota.StorageMaximumLevel / 1MB))  if ($siteFillPercentage -ge $siteFillPercentageCheck)  {  $errorCount++  Write-Output "Site filled for $siteFillPercentageCheck%: $url)"  }  }  else  {  $errorCount++  Write-Output "No Quota template for: $url"  }  $site.Dispose()  } |
| Step 4:  Make sure no results are returned  If this isn’t the case: Create an incident to have this corrected. |  |
| Step 5:  Record your findings in the “Registration list Periodic Checks” |  |

# Automatic check

This check is part of the Periodic Checks script, which means the above checks do not have to be performed manually. Analysis will take place by reviewing the generated e-mail and taking actions if issues are reported.

# resolution

All found issues must be investigated:

* If sites collections are missing a quota template: Apply the correct quota template
* If site collections are above 90% storage used, contact the site collection owner to either remove some old data of apply a bigger quota template