**SOP for Disk Space Low Warning**

**Purpose**

To free up disk space and prevent system slowdowns.

**Scope**

Includes local drive and network storage issues.

**Procedure**

1. **User reports low disk space warning** via Help Desk.
2. Identify large files and temporary data.
3. Run disk cleanup and storage analysis.
4. Move or archive non-essential files.
5. Escalate to IT Infrastructure if storage upgrade is needed.
6. Confirm resolution with user and close the ticket.