

From: [REDACTED]
Subject: FW: your garden well
Date: 22 January 2024 at 16:18
To: [REDACTED]



From: David Price <davidprice@oxfordshireglass.com>
Sent: 22 January 2024 14:42
To: [REDACTED]
Subject: your garden well

Oxfordshire Glass Ltd.

Unit 7 • West Street Industrial Park • Shutford • Oxon OX15 6PH

Tel: (01295) 266965



www.oxfordshireglass.com

Dear Mrs Ford,

Thank you for your enquiry.

We are the UK's principal supplier of glass well covers and 'walk-on' glass panels, with over 1000 installations in the UK and overseas. so provided our advice is followed you will not have any problems.

Please find attached a copy of our Guidance Notes, a photo of a typical steel well ring and an elevation drawing all of which will assist you. A photograph of the well as it is at present would be very helpful.

Please measure the maximum internal diameter of the well as per the Guidance Notes so we may provide an exact formal quotation.

Please note you can use the well water for garden purposes free of charge so, if it is feasible at this stage of your project, please consider removing any existing pipework (because it is redundant anyway) and install a submersible electric pump and 1" bore copper extraction pipe through the footings leading to an external tap and water butt wherever convenient. We will be pleased to speak directly with your builder if he needs any advice.

Because your well is outside, three or four air vents will have to be inserted into the brickwork just under the top course, to allow moist air to vent to the atmosphere. These can be made either by leaving spaces in the top course covered by small gratings, as shown in the attached photograph. . (Note this photo was taken before the well ring and glass cover was fitted).

Delivery of the ring frame is 2 working weeks which is normally sent by overnight courier to you for your builder to fit. The glass cover takes a further 3 working weeks

counter to you for your builder to fit. The glass cover takes a further 3 working weeks, and is normally delivered and fitted by our staff, however this should only be fitted once all building works are completed.

Lastly, we will be pleased to answer any further questions you may have.

Yours sincerely,

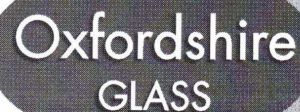
David T Price MBA
Managing Director

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The logo for Oxfordshire Glass, featuring the company name in white text inside a dark oval shape.

www.oxfordshireglass.com

Making a Feature of Your Well – Guidance Notes

Oxfordshire Glass Ltd, are the UK's leading specialists in 'walk-on' glass panels for wells and basement light wells with over 1000 installations in the UK and abroad. We provide a complete 'supply and fit' service. You benefit from our unrivalled experience and expertise.

Wells were hand-built so are rarely perfect circles. To find the maximum diameter, measure between the internal faces from N to S, E to W, NW to SE etc, so we can provide a cost estimate. Our 5 mm thick steel ring will be laser cut to that size with an upstand of the correct height; zinc primed, then powder coated to grey RAL 7001. Other colours are available.

Before the ring can be fitted, further courses of brick or stonework are usually required to bring the well to the new floor or patio level. Once the ring has been fitted, the new floor surface can be laid and grouted to the ring. Please refer to the separate Elevation Drawing.

Each domestic glass well cover has a distributed load rating of 1.5 kN/m² to comply with BS 6399. Covers with ratings of 3.0, 4.0 and 5.0 KnM² are available for commercial properties or public spaces. Each cover will have a 2" (50 mm) border around the perimeter of the top surface. This obscures the ring underneath and provides a visual indicator between the solid floor and glass cover. This border can be enlarged as required.

All our well covers are made from Pilkington 'Optiwhite' low-iron glass which gives extra clarity. Internal covers are 30.5 mm overall thickness (19+1.5 interlayer+10) and external ones, 25.5 mm (12+1.5+12).

Condensation will affect external covers much more than internal ones. It is a natural phenomenon that can be minimised but never eliminated. We recommend 4" (100 mm) air vents covered with small gratings and photographs of these can be seen on our website. Ritec 'Clearshield' is applied to the bottom surface to help reduce water droplets adhering. When delivered and fitted by our staff, the glass will be lifted off the ring base by 2 mm to provide additional airflow. The glass panel can be removed using double or triple suction glass lifter tools as and when required.

Internal well lighting should be LED-type and your electrician can advise which to select. Customers who need pumps for water extraction may contact Stuart Turner Ltd of Henley on Thames (01491- 572655) or use a web search to locate other suppliers.

The photographs on this well cover are for information only and do not represent a typical installation.

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The photographs on the well cover page of our website (www.oxfordshireglass.com) show how good a glass well cover can look. Please telephone us on 01295-266965 with any further questions or queries you may have. We are always happy to help.

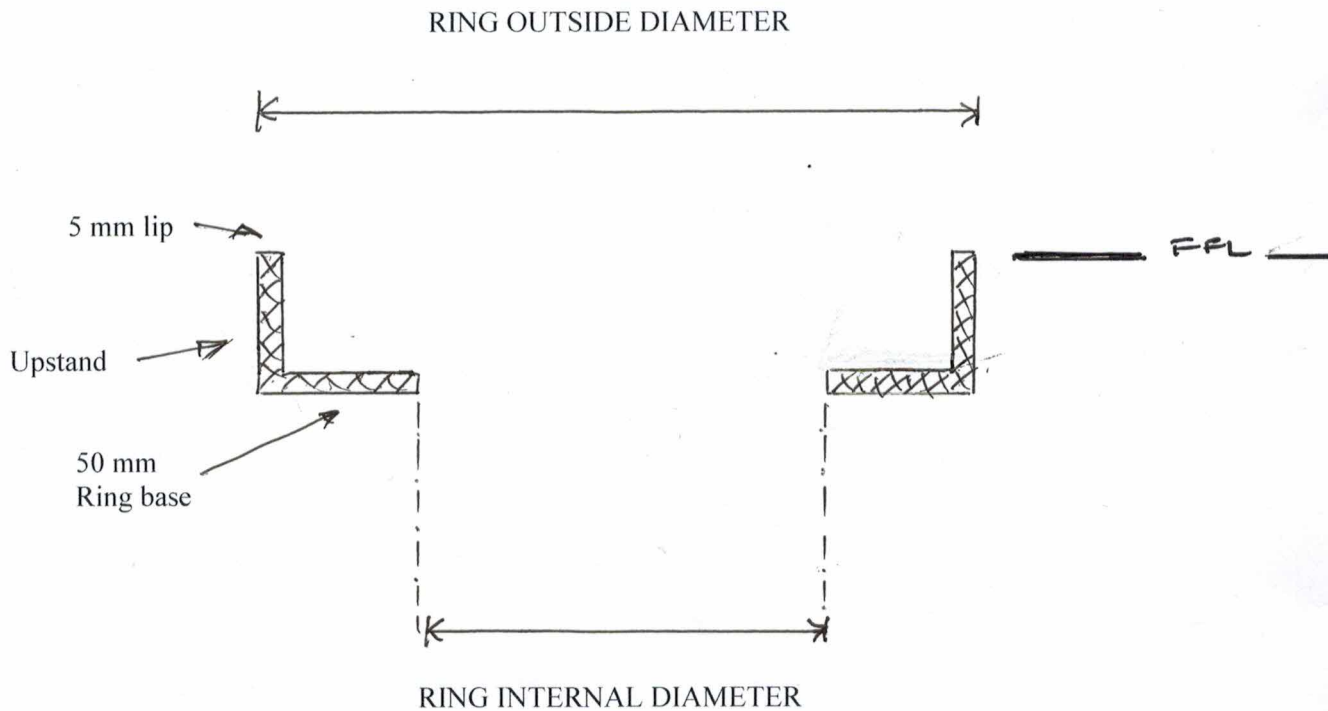
Lastly, a glass well cover can be a substantial investment and hence must be correctly installed. If our advice is followed you will not have any problems.

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glazing expertise for schools, hospitals, historic buildings, domestic and industrial property



**TYPICAL WELL RING INSTALLATION
ELEVATION DRAWING**



(Must match maximum diameter of the well)

NB: The upstand for a well ring fitted inside a property will be 37 mm high.
The upstand of a well ring fitted outside a property will be 32 mm high.