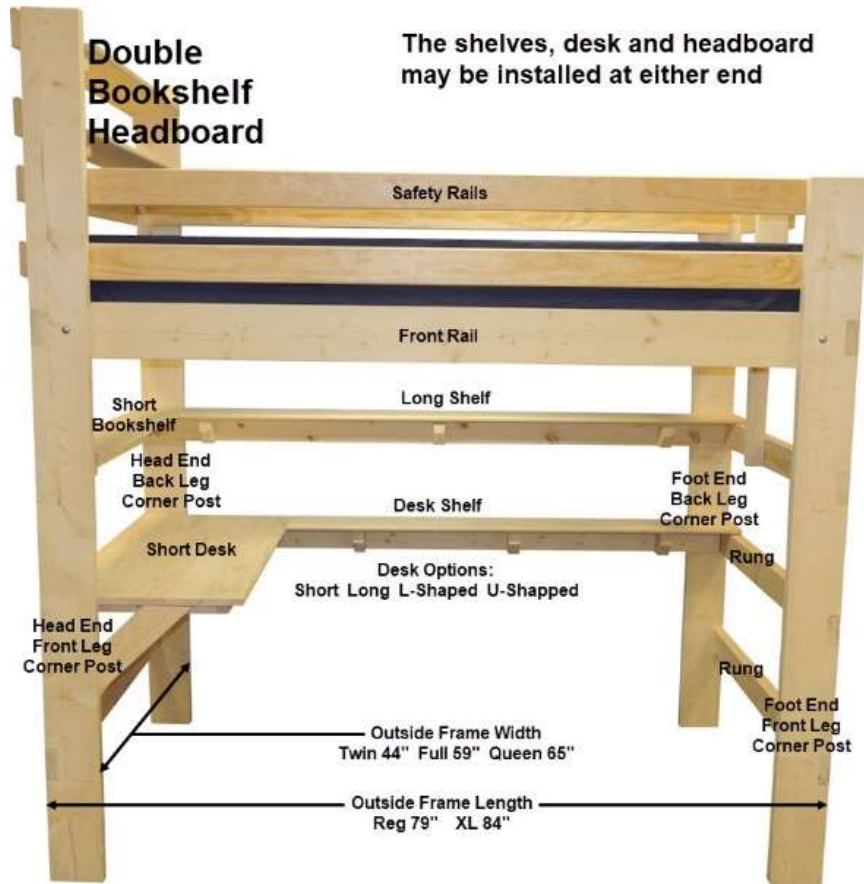


Assembly Instructions

Loft Bed - Bunk Bed - High Rise Platform Bed

Updated: 1/8/25

This photo shows a typical Loft Bed with the most popular accessories.



Bunk Bed



High Rise Platform Bed with the Optional Slatted Headboard



General Notes & Tips

This set of instructions is for our beds with Built-In Vertical Ladders at each end. We customize each bed to your exact specifications and the Assembly Instruction pictures may not show your exact bed. For example: the number of Built-In End Ladder Rungs will vary based on your ceiling height, with a taller ceiling having more rungs and a shorter ceiling having fewer rungs. Please read through the entire set of instructions first to familiarize yourself with the entire process before beginning assembly.

We pack our boxes with similar length pieces together. For example, the longer boxes will have the Legs, Rails and Long Safety Rails, basically anything that goes the length of the bed. The shorter boxes will have the Rungs, Slats, Short Safety Rails and anything that goes the width of the bed. We recommend you first open all the boxes and lay out all the pieces on the floor, to see how everything fits together. The Rungs for the Ladders are 2x4's (1-1/2" x 3-1/2"). Do not confuse them with the Safety Rails which are either 1x4's (3/4" x 3-1/2") or 1x6's (3/4" x 5-1/2") boards.

If you ordered multiple beds, the major components are packed in separate boxes and are labeled as Bed #1, #2. Some accessories such as Safety Rails and Shelving may be packed together in the same box. We recommend you assemble one bed at a time. You will find assembling the next bed will go much faster once you have completed the first bed.

The assembly instructions refer to the **Front**, **Back** and **Ends** of the bed. The **Front** is the long side as shown on Page 1. The **Back** is the long side opposite the Front. The (short) **Ends** have built-in ladder rungs at each end. During assembly you decide which end is the Head and Foot. Most accessories (headboard, footboard, ladder, shelves, etc.) may be installed at either end.

This document contains the instructions for the most popular accessories. Some accessories will have their own instructions and parts bag packed separately. You can find all instructions at CollegeBedLofts.com/setup.html. Please know what specific accessories you ordered. If you have someone else assemble your bed please make sure they know what accessories and customizations you ordered.

This set of instructions is for the general Loft, Bunk and High Rise Beds with the most typical accessories. The Bunk Bed is assembled the exact same as the Loft Bed with an additional mattress foundation for the lower level. The High Rise Bed is assembled the exact same as the Loft Bed except it is shorter. The parts bag has enough screws for all products. **For Bunk Beds the extra carriage bolts (if needed) are included in the second mattress foundation bed slats box. It is okay if you end up with extra screws since we include extra in the packaging.**

Assembly Video: We have a short assembly video at www.CollegeBedLofts.com/setup.html. This video is meant to be a general overview and does not show the complete assembly nor all of the optional accessories available with our beds. We recommend you watch the video first before starting assembly. **Please Note:** The back rail on the video shows our old design which was made from plywood. Our new design uses a solid 2x6 for the front and back rails and the bed slats are positioned at the top of the rails.

Tools and Supplies Needed: Cordless drill/screwdriver with a Phillips #2 medium head bit. Adjustable (or 9/16") wrench. Hammer or rubber mallet. Note: If you use a regular electric drill, it needs to have an adjustable torque setting so as to not strip the screws into the wood. Optionally you could use a small tube of wood filler to fill in the screw holes and a few sheets of 80 grit sandpaper to sand the wood filler smooth before finishing the bed.

Assembly takes roughly 2-3 hours for the basic loft bed, and 30 minutes for each optional accessory and about 1 hour for the Desks and Steps & Open Shelves. It is easiest if you have two people doing it. If you are not sure how to install a piece always refer back to the photo on page 1 to see how everything fits together.

We will provide you with a 1/8" drill bit for drilling any additional pilot holes as needed. Pilot holes have been predrilled into all necessary pieces, they do not go all the way through the wood and are only on the piece being attached. For the ladders that can be attached in multiple locations, you will pre-drill the pilot holes. If you are having a hard time driving screws into the wood you may want to add soap to the screws. Soap acts as a lubricant and makes driving them into the wood easier. If you hit a knot, screw or a carriage bolt you can drive the screw at a slight angle to miss it.

If you strip a screw into the wood, a trick to make the hole smaller is to fill the hole with wood glue and hammer in a few wood toothpicks into the hole. Once the glue dries cut off the excess toothpicks and you can re-insert the screw into the hole. You can also change the angle of the screw or move it slightly to go into a new clean section into the wood.

You may also install additional screws as needed. We recommend you use the 1/8" drill bit to pre-drill pilot holes to prevent the wood from splitting. All screws must be at least 3/4" away from the edge of the board.

Box Packing: In some boxes (desk, shelving, etc.) may have Edge Protectors and Spacers inside the box that are used for protecting the items from shipping damage. They will be marked as "**Scrap**". They are not needed and may be discarded.

Pre-Assembled Beds: If your bed was pre-assembled for a picture and then dis-assembled for shipping, there will be a few additional pilot holes where we screwed the pieces together. During this process we only use a few screws to hold the pieces together for the picture.

Safety

Think safety when using power tools, hammers and drills. Wear gloves and safety glasses. Watch for splinters near the end grain of the wood. Provide adequate ventilation when sanding, painting or staining.

Lumber Sizing: 2x2's are roughly 1½" x 1½", 2x3's are 1½" x 2½", 2x4's are 1½" x 3½", 2x6's are 1½" x 5½" and after sanding the boards will be slightly smaller. 1x4's are ¾" x 3-1/2" and 1x6's are ¾" x 5-1/2".

Basic Loft & Bunk Bed Parts List

Legs: 2x6's with 2 – 6 notches for the rungs.

Ladder Rungs: 2x4: Twin 44"; Full 59"; Queen 65; **Rungs have 2 pilot holes at each end.**

Front & Back Rails: 2x6 w/2x2 Ledge: Twin Regular & Full 75"; Twin-XL, Full-XL and Queen 80".

Mattress Foundation Bed Slats: 2x3's Twin 38"; Full 53"; Queen 59" **Slats have 1 pilot hole at each end.**

Safety Rails: Safety Rails are either 1x4's or 1x6's boards.

Parts Bag of Bolts & Screws Includes:

(4) Carriage Bolts 3/8" x 5" and washers, lock washers, nuts; 1-1/4", 1-5/8" & 2-1/2" Screws; Glue.

Bunk Beds: The extra carriage bolts (if needed) are included in the second mattress foundation bed slats box.

Please note if you ordered a **custom bed** the Parts List above will be different based on your customizations. We also provide extra screws in the bag so it is okay if you have unused screws after assembly.

As a general rule for selecting the **proper screw length**, the length of the screw needed is based on the thickness of the piece being attached. If the piece is ¾" thick (shelving for example) then use 1-5/8" screws. If the piece is 1" or greater in thickness then use 2-1/2" screws. Always make sure the overall length of the screw is less than the combined thickness of the pieces used. **The 1-1/4" screws are used to attach the Backboard to the Double Bookshelf Headboard.**

Sometimes when attaching two boards together, the bottom board will be pushed away from the top board and will not have a tight fit. When this happens slowly drive the screw half-way into the bottom board, then unscrew it so it is just slightly comes out of the bottom board, squeeze the boards together then drive the screw all the way back in. The screw should recess about 1/8" into the top board to make a nice tight fit.



Finishing the Bed

For help on finishing the see our Frequently Asked Questions at: <http://www.collegebedlofts.com/faq.html#painting>.

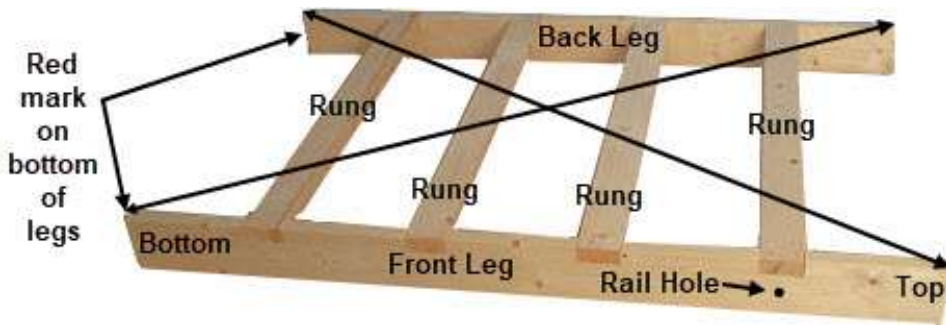
We recommend finishing (painting or staining) the bed after assembly. **Wood glue adheres better to unfinished wood.** Anything that requires gluing (ladders & desks) we require that you assemble them first before finishing. The rungs of the ladders sometimes are a tight fit and the finish may get marked up during assembly.

For the rest of the bed, you can either do it before or after assembly. If you paint the individual pieces first you need to paint one side, then lay it down somewhere to dry (where it will not mark up the piece) and then do the other side. It is much easier to paint it when it is set up and off the floor.

When finishing the bed make sure you open all windows and run fans to exhaust the fumes from the room. If you finish the individual pieces before assembly, if there are any labels attached to the piece, you must make sure you re-attach it to the same piece in the same up / down direction.

Shown above is an example of the basic loft bed with the Single Adult Safety Rail on the front (long side) and the Pillow Stop. The Pillow Stop can't be seen in the above picture. The Pillow Stop may be installed at either end of the bed. The foot end has no safety rail and is open.

Building the Vertical End Ladders (VEL)



Note: The bottom of each leg will have a **Red Mark**, make sure you place all the legs facing the same direction. If you have a **Headboard**, those (2) head legs may be taller. Make sure you assemble the same height legs at the same end. The taller legs are the headboard legs and the shorter legs are the footboard legs. The (2) legs at each end are identical. See first picture on Page 1 for an example.

If you didn't order a Headboard or Footboard then all (4) legs are identical. If you ordered a **Solid Headboard**, and depending on your ceiling height, mattress thickness and space underneath, the top **Head End Rung** may not be needed as the solid headboard will cover the rung. We will provide you with a **Flush Rung Cap** when this happens to fill in the notch in the leg. The legs and rungs are all natural wood and the number of knots will vary. Select the best looking boards to be used for the front (long side-the most visible part) of the bed.

Bunk Bed: If you ordered a bunk bed the legs will have **Rail Holes** near the top and bottom. Make sure the **Rail Holes** all line up at the same height from the floor and the Red Marks are all at the bottom end of the leg. If you have a lower ceiling you may not have rail holes at the bottom of the legs as those rails will rest on the floor.

Assemble the foot end and then the head end. Select two legs for the foot end. Using the above diagram as a guide, lay the Front and Back Foot Legs on the floor with the notches facing up. Make sure the rail hole in both legs are positioned at the same end towards the top and the Red Mark is at the bottom. Test fit each rung into the notch to make sure it easily fits then remove. To make sure your bed is square measure the diagonal distance from the top of one leg to the bottom of the other. The lengths should be the same, if not then move the legs until the diagonal lengths are the same length.



Place a small bead of glue at the base and sides of each notch and spread it out evenly covering the entire notch. Insert the 2x4 rungs (**rungs have 2 pilot holes at each end**) into the notches. If it is a tight fit, it can be sanded or use a rubber mallet or hammer to gently push the rung to the bottom of the notch. If using a hammer, hammer against a scrap piece of lumber so as to not dent the rungs. Attach the Rungs to the Front Leg first making sure you line up the end of the Rung flush with the side of the leg. When you assemble the other end of the Rung if the leg is slightly bowed you will need to bend the leg in or out to make sure the end of the Rung is flush with the side of the leg.

◀ Due to the Rung edges being rounded, the front of the Rung will extend out about 1/4" beyond the edge of the leg.

Please Note: The gluing step is required to be able to make a sturdy bed.

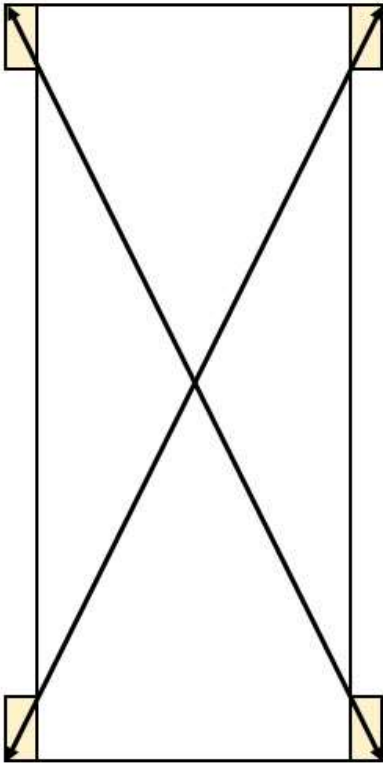
Make sure the rungs are perpendicular (90° degrees) to the legs and parallel to each other. Use 2½" screws to fasten each rung to the legs. Drive the screws nice and tight. While driving the screws, **make sure there is no gap between the rung and the base of the notch.**

Suggestion. Put your knee tightly on the rung keeping constant pressure on the leg. Slowly drive the screw half-way into the leg, then unscrew it so it is just slightly comes out of the leg, then drive it all the way back in. The screw should recess about 1/8" into the rung to make a nice tight fit. Note, due to temperature and humidity differences the rungs may have expanded and may need to be slightly sanded to fit. Now repeat and assemble the headboard ladder.

Take a break and let the glue dry for about 2 hours. It is important that it completely dries to give you a very sturdy bed. Do not use the bed or put any pressure on the ladder rungs while the glue is drying. You may continue with the rest of the assembly process while the glue is drying, just don't disturb the glued boards.

How to make sure your bed is Square

Top View Of Bed

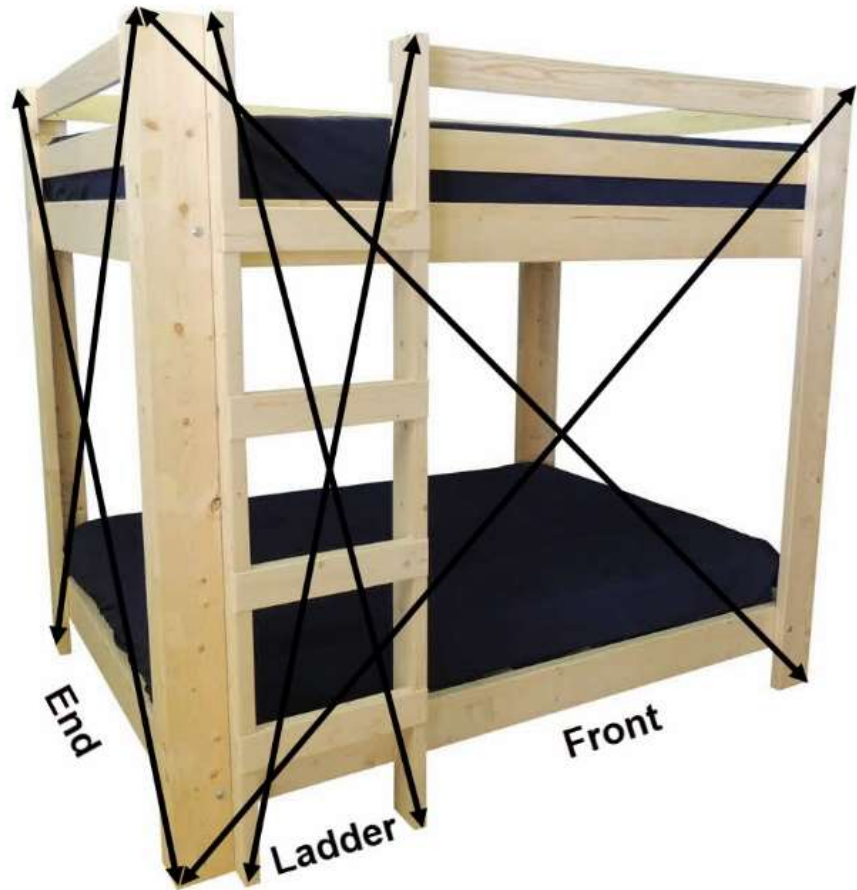


< Move this end Left or Right until >
both diagonal lengths are equal

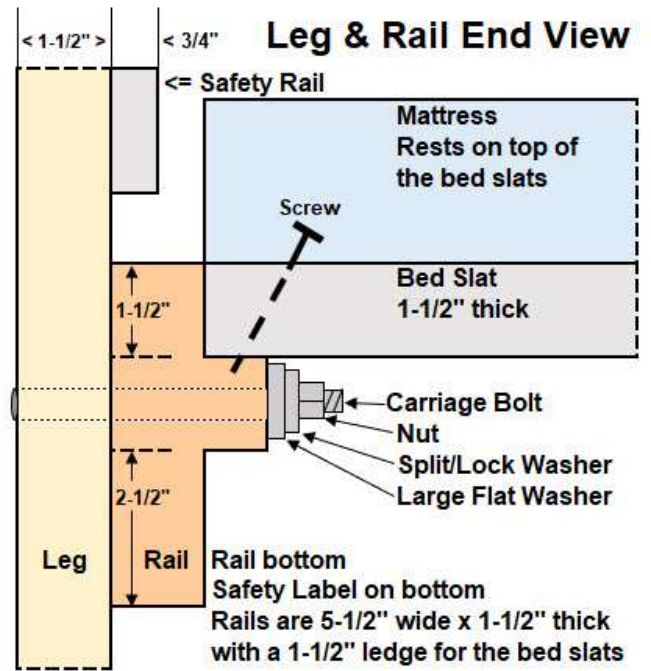
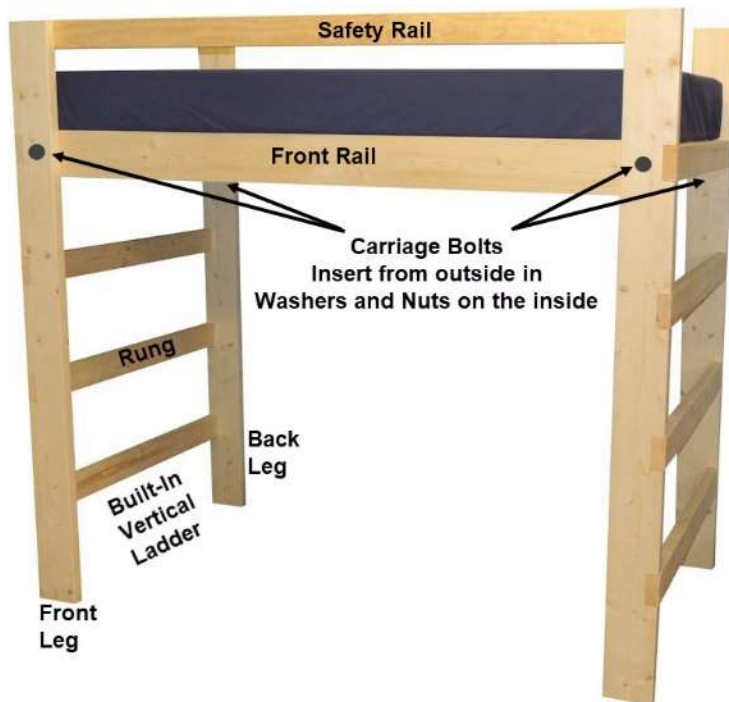
As you are assembling your bed make sure it is Square. Square basically means the pieces are vertical or horizontal and parallel to each other. If you don't have a Level or Square you can measure the bed.

Remember 10th grade geometry? The easiest way to do this is to measure the diagonal from the top of one end to the bottom of the other end. When the lengths are different you need to move the pieces in or out to get both values to be the same. Once they are the same (or within 1" of each other) then they are Square.

The diagrams show arrows as examples of what to measure. You can measure the Front, Back, Ends and Ladder to make sure the bed frame is Square. You can also measure the Top from corner to corner to make sure the footprint is square.



Install the Front & Back Rails



The **Front** the bed is the long side as shown above. The **Back** is the long side opposite the Front.

The Front & Back Rails are identical, unless you have asked for custom rails or you are building L-Shaped Beds. The rail is 5-1/2" wide x 1-1/2" thick with a 1-1/2" thick ledge for the bed slats. There is a hole at each end for the carriage bolt.

The top section of the Rail will have a red **↑Up↑** mark on the back to indicate the top section. The top section is the 1-1/2" wide section and the bottom section is the 2-1/2" wide section. The Top 1-1/2" wide section is for the Bed Slats and the Safety Rail label goes on the bottom 2-1/2" wide section.

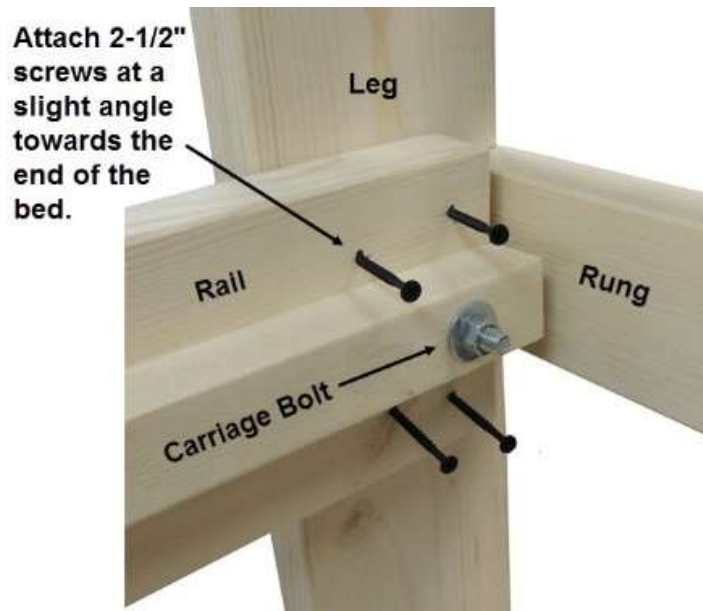
From the back of the bed insert one 5" carriage bolt into the hole in each back leg from the outside in. Slide the back rail on-to the legs with the bolt going through the hole at each end from the inside. For more detail see the diagrams above and on the next few pages. Place the flat washer, split/lock washer and nut on each of the bolts and hand tighten the nuts. Now position the front rail in the same way.

Bunk Bed: The bottom bunk carriage bolts (if needed) are included in the second **Mattress Foundation Bed Slats** box. If you have a Bunk Bed you may now install the lower rails the same as the upper rails. Please note that if you have a lower ceiling height, we may place the lower rails on the floor to give you more space between the bunks. In that case you will screw the bottom rails to the legs with (4) 2-1/2" screws at each end from inside the rail into the legs.

If you ordered the L-Shaped Bed you may now assemble the second bed attaching it to the upper rail of the first bed.

Attach Front & Back Rails to the Legs with 2-1/2" screws

Please Note the (4) 2-1/2" Screws surrounding the carriage bolt are very important.



The carriage bolt provides the weight capacity and the (4) 2-1/2" screws surrounding the carriage bolt provides the sturdiness and corner stability. **Make sure the screws are installed at each end of all rails.**

You may now completely tighten the carriage bolts. When tightening the carriage bolts the square base will be drawn into the wood and the rounded end should be recessed about 1/16" into the wood. Fasten the rails to the legs with four 2 1/2" screws at each end surrounding the carriage bolt.

Please Note

At this point you have completed the assembly of the basic bed frame. You may now assemble the optional accessories in this order: ladders/stairs, safety rails, desk, shelving, cork boards, white boards and storage drawers.

Once all optional accessories are assembled you then attach the mattress foundation bed slats and the optional solid platform on top of the bed slats.

Finishing the Bed

The bed is unfinished. It has been hand sanded (except the bed slats) and is ready for paint or stain by the customer or it may be left unfinished. If left unfinished, hairline surface cracks will appear over time. Surface cracks do not affect the stability of the bed. Unfinished wood will also absorb sunlight and turn darker over time. If you purchased the desk, we do recommend finishing it to preserve the writing surface and to prevent surface cracks. For help on finishing see our FAQ-Frequently Asked Questions at: <http://www.collegebedlofts.com/faq.html#painting>

After completing installation, let the bed sit as the wood glue will take about 2 hours to dry. Do not use or put any pressure on the ladder rungs or bed while the glue is drying.

After the wood glue has dried, the bed should be tight and not rock in any direction more than 1/2". If it does rock, try the following. Did you use a cordless drill/screwdriver? Make sure you drive the screws nice and tight, but do not strip the wood. With the 1 1/2" thick softwood, the screws should be recessed about 1/8" to make a tight fit. Try un-screwing them very slowly one at a time and re-tighten slowly. If you use a regular electric drill, make sure it has an adjustable chuck to adjust the tension on the screws, without an adjustable chuck, a regular drill will strip the screws into the wood. If you do strip the wood, you can fill the hole with toothpicks and a little wood glue and give it time to dry, then re-install screws.

If the bed rocks more than 1/2", what direction does it move? When standing at the front rail (the long side) does it move left to right or front to back? If it moves front to back then the rungs are moving inside the notched legs. Did you coat the inside of the notches with the wood glue we provided? **Remember, the wood glue will take about 2 hours to dry. Do not use or put any pressure on the ladder rungs while the glue is drying.** Once the glue sets, the rungs and legs will become basically one piece and there should be no movement between them. Try adding a third screw to the rungs in-between the two existing screws, drive it into the wood slowly at an alternating up and down angle. If you have a small 1/8" drill bit, use it to drill a pilot hole first to prevent the wood from splitting.

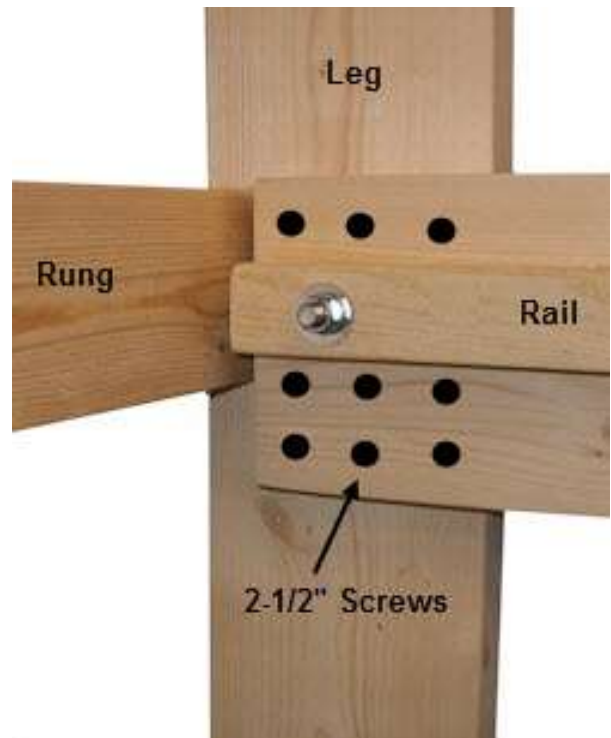
If the loft moves left to right then the screws in the front and back rails should be checked. You may add additional screws to the rails (see picture below), spacing them roughly 2" apart. Also, drive the new screws at an alternating left and right angle, angled screws provides better support. The carriage bolt should be tight and the rounded end should be recessed about 1/16" into the wood. The carriage bolt is primarily used to support the weight and the screws provide the stability.

Example of a Rail with more screws to further stabilize the left to right movement.

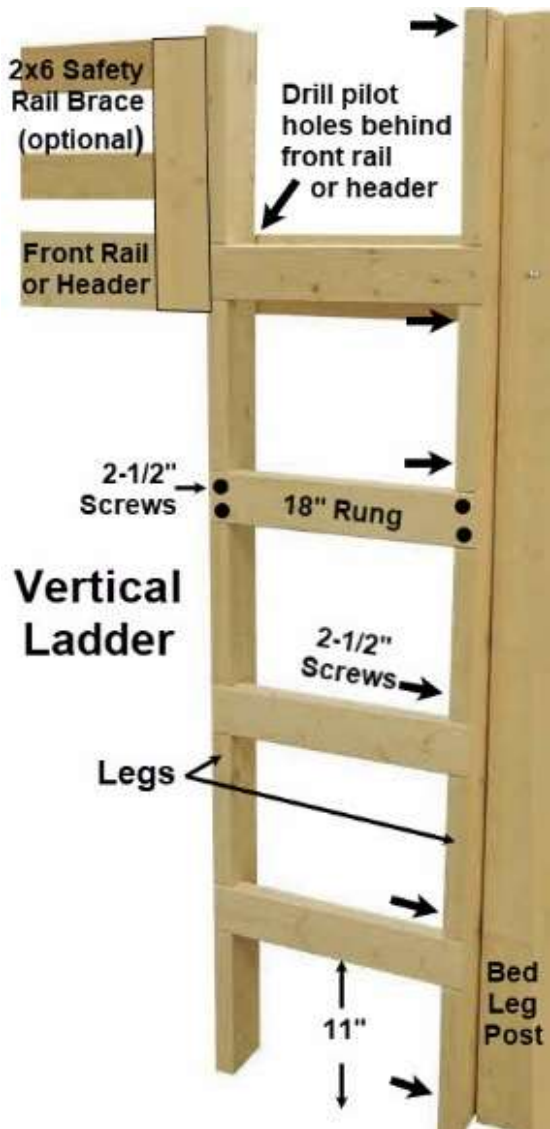
Please note that the 2 1/2" screws surrounding the carriage bolt are very important to make the bed sturdy.

The carriage bolt provides the weight capacity and the 2 1/2" screws surrounding the bolt gives it the sturdiness and corner stability. Make sure the 2 1/2" screws are installed at each end of all bed rails.

For more info on preventing the bed from rocking see:
www.collegebedlofts.com/bedsetup/loft_rocking.pdf



Ladders Assembly Instructions



Vertical Ladder (optional)



Assemble the Vertical Ladder separately first.

◀ Due to the Rung edges being rounded, the front of the Rung will extend out about 1/8" beyond the edge of the leg.

We will provide you with a 1/8" drill bit for drilling pilot holes as needed.

Place a small bead of glue at the base and sides of each Vertical Ladder Leg notch and spread it out evenly covering the entire notch. Insert the 2x4x18" rungs (**rungs have 2 pilot holes at each end**) into the notches. If it is a tight fit, it can be sanded or use a rubber mallet or hammer to gently push the rung to the bottom of the notch. If using a hammer, hammer against a scrap piece of lumber so as to not dent the wood.

Please Note: The gluing step is required to be able to make a sturdy ladder.

Make sure the rungs are square (90° degrees) to the legs and parallel to each other. Use 2½" screws to fasten each rung to the legs. Drive the screws nice and tight. While driving the screws, **make sure there is no gap between the rung and the base of the notch.**

Suggestion. Put your knee tightly on the rung keeping constant pressure on the leg. Slowly drive the screw half-way into the leg, then unscrew it so it is just slightly comes out of the leg, then drive it all the way back in. The screw should recess about 1/8" into the rung to make a nice tight fit. Note, due to temperature and humidity differences the rungs may have expanded and may need to be slightly sanded to fit.

Attach the assembled ladder to the bed, it may be attached to either the left or right end and tight to the edge of the bed corner post leg. The picture here shows the ladder on the right end. Use 2½" screws in the pilot holes to fasten the ladder leg to the bed leg. From behind the front rail or header, drill pilot holes above and below the 2x2 ledge to go into the other vertical ladder leg. Use (2) 2½" screws to fasten each leg to the rail or header. For Bunk Beds fasten to the bottom rail also.

Depending on your specific configuration, we may also provide you a 2x6 Safety Rail Brace (see above picture). It goes from the bottom of the Front Rail or Header to the top of the Vertical Ladder Leg. Using the 1/8" drill bit, drill (3) pilot holes above and below the 2x2 ledge to line up with the brace. Attach the brace to the with 2-1/2" screws. Also attach the ladder leg to the brace with 2-1/2" screws going into the edge of the brace.

Vertical Front Ladder Parts List

(2) Front Ladder Legs 1-1/2" thick x 4" wide Ladder Rungs 18" long

The glue will take about 2 hours to dry. It is important that it completely dries to give you a very sturdy ladder.

Do not use the loft or put any pressure on the ladder rungs while the glue is drying.

Angled Ladder (optional)

Angled Front Ladder

Fig: 1



Angled End Ladder

Fig: 2 Standard Bed

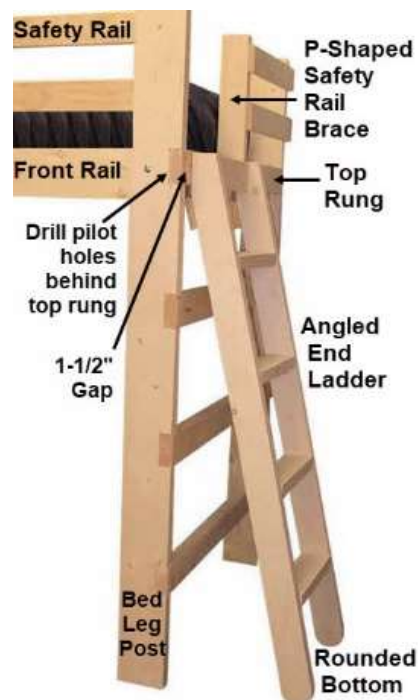
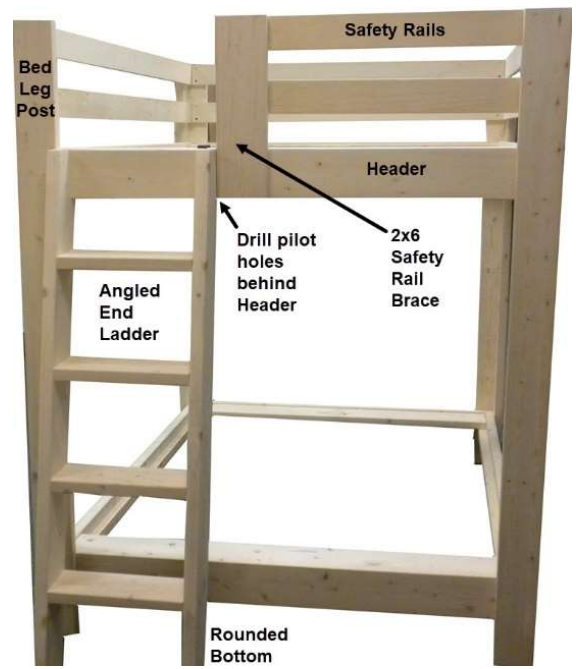


Fig: 3 Open-Ends Bed with L-Shaped Legs



We will provide you with a 1/8" drill bit for drilling the pilot holes as needed. Ladders are 18" wide. The ladder may be placed at either end. The Rounded Bottom end of the Angled Ladder goes on the floor.

If you ordered the Angled Ladder Hooks you will not attach the Ladder to the bed. It will hang on the rail, header or rung. You will just need to install the Safety Rail Brace if provided.

If you are installing the Angled Front (long side) Ladder (Fig: 1), you will also install a 2x6 Safety Rail Brace as shown in Fig: 1. The ladder goes tight against the Bed Leg Post and the 2x6 Safety Rail Brace goes tight against the ladder.

If you are installing the Angled End Ladder for the standard bed (Fig: 2 with Rungs at each end), you will place it 1-1/2" from the end of the rung. The outside edge of the Angled Ladder will line up with the inside edge of the Bed Leg Post. After ladder installation, if you ordered Safety Rails for the end of the bed, you will install the P-Shaped Safety Rail Brace following the standard Safety Rails Assembly Instructions.

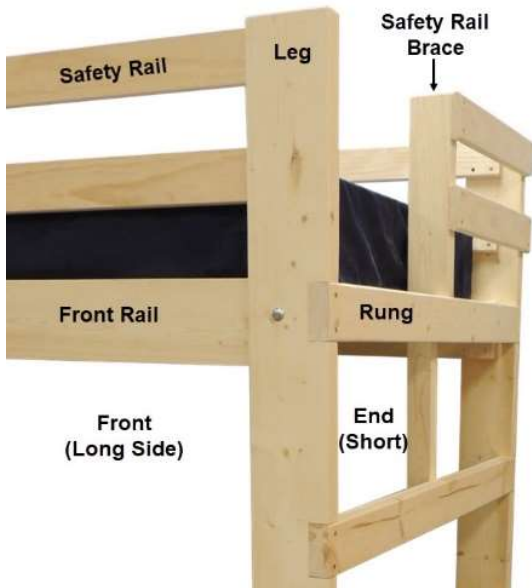
If you are installing the Angled End Ladder for the Open-Ends Bed with L-Shaped Legs (Fig: 3) and if you ordered Safety Rails for the end of the bed, you will have a 2x6 Safety Rail Brace as shown in the diagram. The ladder goes tight against the Bed Leg Post and the 2x6 Safety Rail Brace goes tight against the ladder.

Installation Instructions:

Position the Angled Ladder in place following the above diagrams and instructions. Drill (4) pilot holes from behind the Front Rail, Header or Top Rung spacing them 3" – 4" apart to line up to the top of the Angled Ladder. Attach the Ladder from behind with 2-1/2" screws.

Line up the 2x6 Safety Rail Brace (if provided) tight to the ladder as shown in the above diagrams. Drill (6) pilot holes from behind the Front Rail or Header to go into the 2x6 Safety Rail Brace. Attach with 2-1/2" screws.

Optional 18" Angled Ladder Safety Rail (as shown in the Angled Front Ladder picture): Under certain conditions (based on ceiling height, mattress thickness and space underneath), you may need to install the 18" Safety Rail half-way between the top gap using 1-5/8" screws into the back of the ladder. If you did not receive this then it is not required for your bed. This follows the Consumer Products Safety Commission Guidelines.



Youth Safety Rails (optional) (P-Shaped) Safety Rail Brace ►

The Youth Safety Rails follow the CPSC-Consumer Products Safety Commission Guidelines which are there must be no gap greater than 3-1/2" anywhere above the front rail and the top of the safety rail must be at least 5" above the top of the mattress. The number of safety rails needed is based on your mattress thickness and if you ordered extra safety rails. For mattresses up to 8" thick you have (2) safety rails and (3) for mattresses greater than 8" thick. Note: The lowest Safety Rail will be in front of the mattress which is required by the CPSC. The Safety Rails must be in use at all times and it does add additional stability to the bed.

◀ This picture shows the Safety Rails with the opening at the end with the built-in Vertical End Ladder. The end safety rails at the opening go half-way across the end and may be installed on the left or right. The safety rails at the other end go the full width of the bed.



The **(P-Shaped) Safety Rail Brace** is used when you have the opening at the end of the bed. It is attached to the inside connecting the top two ladder rungs with four 2½" screws. The end safety rails are connected to the outside of the leg and Safety Rail Brace with 1-5/8" screws. If you ordered the **Angled End Ladder**, see those instructions to see how the safety rails are attached.

If you ordered the **Angled Front Ladder** see those instructions to see how the 2x6 Safety Rail Brace is attached. The front safety rails are attached to the inside of the bed's leg and the 2x6 Safety Rail Brace.

If you ordered the **Vertical Front Ladder** see those instructions to see how the safety rails are attached to the inside of the bed's leg and the Vertical Front Ladder leg.

Installing the Safety Rails: Install the safety rail at the top of the shorter legs with the safety label visible to the inside. The remaining safety rails must be evenly spaced between the top safety rail and the front rail. If a Front Ladder is used then the Safety Rail Brace and Half Length End Safety Rails are not used and a full width safety rail is used in its place. Safety Rails are attached using 1-5/8" Screws. The front and back (long side) safety rails are mounted to the inside of the legs, the (short) End safety rails are mounted to the outside of the legs.



Adult Safety Rail & Pillow Stop

If you ordered the Adult Safety Rail you will receive (1) safety rail for the front (long) side. Optionally you may add a safety rail on the back also. The ends are open with no safety rails.

Pillow Stop: If you ordered a Pillow Stop, it is the same as an end safety rail and you install it anywhere at the headboard end.

Install the Long Safety Rails with 1-5/8" screws to the inside of the legs.

Install the Short Safety Rails with 1-5/8" screws to the outside of the legs.

Long Shelf & Desk Shelf (Optional)

Long Shelf is placed underneath the mattress on the back and goes the long (length) of the bed between the rungs at each end. It is attached to the Long 2x4 Shelf Support. If you purchased just the Long Shelf it goes the full length of the bed rung-to-rung. If you purchased one or multiple Short Bookshelves, the Long Shelf is made shorter to butt up to the Short Bookshelf. The Long Shelf does not have a backboard to give you access to the shelf from both sides.

Desk Shelf is placed underneath the mattress on the back and goes the long (length) of the bed between the Short Desk and the rung at the other end. It is attached to the Long 2x4 Shelf Support. If you purchased just the Desk Shelf it goes the full length of the bed from the Short Desk to the end of the rung. If you purchased a Short Bookshelves, the Desk Shelf is made shorter to butt up to the Short Bookshelf. The Desk Shelf does not have a backboard to give you access to the shelf from both sides. The Desk Shelf Long 2x4 Shelf Support also supports the Short Desk on one end. Install the Short Desk and Desk Shelf at the same time.

Long Shelf Parts List

(1) Shelf (1) Long 2x4 Shelf Support 76" or 81" 1-5/8" Screws 2-1/2" Screws

Desk Shelf Parts List

(1) Shelf (1) Long 2x4 Shelf Support 76" or 81" 1-5/8" Screws 2-1/2" Screws

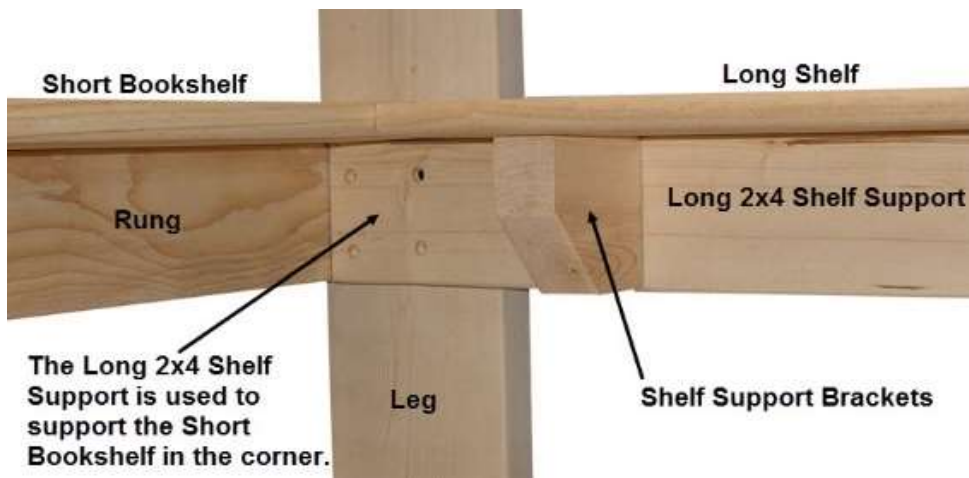
Please Note: If you ordered multiple shelves we will provide you with a separate specifications sheet showing the length and placement of each shelf. You must install the Long 2x4 Shelf Support before installing the Short Bookshelf. The Long 2x4 Shelf Support will also support the Short Bookshelf in the corner.

Shown below is the Long 2x4 Shelf Support with a Short Bookshelf at each end. Attach the Shelf Support Brackets to the Long 2x4 Shelf Support with (2) 2-1/2" screws from behind the Long 2x4 Shelf Support

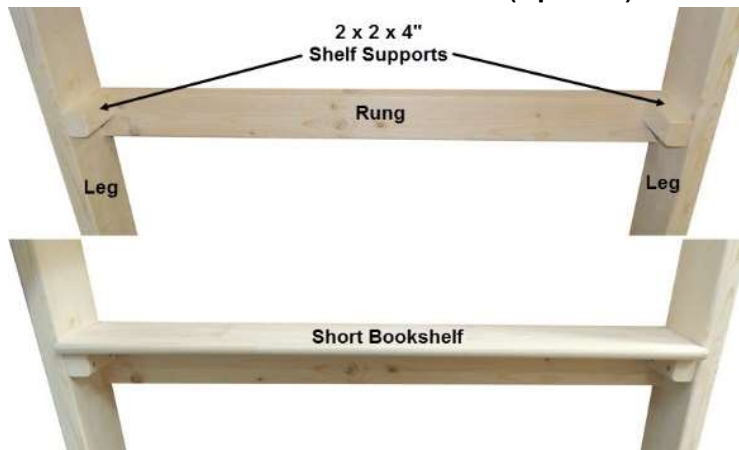


This shows the Short Bookshelf using the Long 2x4 Shelf Support in the corner.

4" Long Shelf Support Bracket



Short Bookshelf (Optional)



Please Note: If you purchased the Short Bookshelf and a Long Shelf or a Desk Shelf, the long 2x4 support for the Long Shelf or Desk Shelf are also used in the corners where they meet to support the Short Bookshelf. Please read through all the shelf instructions to understand how they all work together. We recommend you install all the supports for all the shelves first, then lay out the shelves on the supports and then attach the shelves and short desk to the supports.

The Short Bookshelf is placed underneath the mattress and goes the width (short end) of the bed between the inside of the legs. The back of the shelf is attached to the top of a rung and (2) 2x2x4" Shelf Supports. The Short Bookshelf does not have a backboard to give you access to the shelf from both sides.

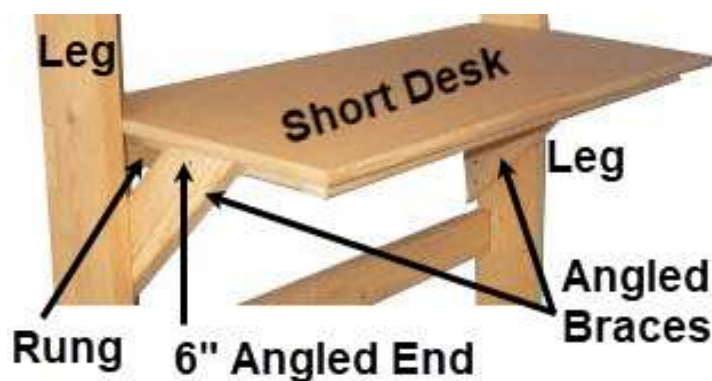
First attach (2) 2x2x4" shelf supports to the inside of the leg with 2-1/2" screws as shown in the picture. Attach the shelf to the top of the legs with 1-5/8" screws.

Short Bookshelf Parts List: (1) Shelf (2) Shelf Supports 2x2x4" 1-5/8" Screws 2-1/2" Screws

Bunk Bed Short Shelves & Headboard in-between the Bunks (Optional)

If you purchased the optional Headboard or Shelves to go between the bunks they are installed similar to the Short Shelves shown above. They can be placed anywhere between the bunks. If placed at the same height as a Rung then you will use two 2x2x4" Shelf Supports as shown above.

If you want them placed between the rungs then use the 2x2x5-1/2" Shelf Supports. Also install the backboards as shown on the next page.



Short Desk (Optional)

The Short Desk may be placed at either (short) end, either inside or outside and at any rung height. Typically it is installed at the second rung height. Maximum weight capacity is 40 lbs. The Angled Brace 6" wide end goes against the desk, the 4" wide end goes on the leg.

Attach the desk to the rung using 2 1/2" screws from underneath the desk. Use the predrilled pilot holes in the desk frame to connect the desk to the rung. Keep in mind the desk will need to be supported until the Angled Braces or the Long 2x4 Shelf Support are added.

Make sure the desk is level. Attach the Angle Braces to the desk and to the leg with 2-1/2" screws. If you are also installing the **Desk Shelf**, install it at the same time as the Short Desk, the long 2x4 support for the Desk Shelf will also support the Short Desk on the back (long side) of the bed.

Desk Sizes: Twin: 41", Full: 56", Queen 62". If you ordered the Long, L-Shaped or U-Shaped desk, they have their own separate assembly instructions.

Single & Double Bookshelf Headboard (Optional)

The Bookshelf **Headboard** is attached near the top of the headboard legs. In most cases the headboard legs are made longer to form the sides of the bookshelf. If you ordered very tall legs the Double Bookshelf Headboard may be a separately attached unit that attaches to the top of the legs and there will be a separate set of instructions for this.

The shelves are typically placed above the safety rails as shown in the photo below. If you ordered extra safety rails the lower shelf may need to be placed between the safety rails to give you enough shelf height. If this occurs install the top safety rail first then the lower shelf just below it. The shelves have a Backboard to support the weight of the items on the shelf and are required to be installed.

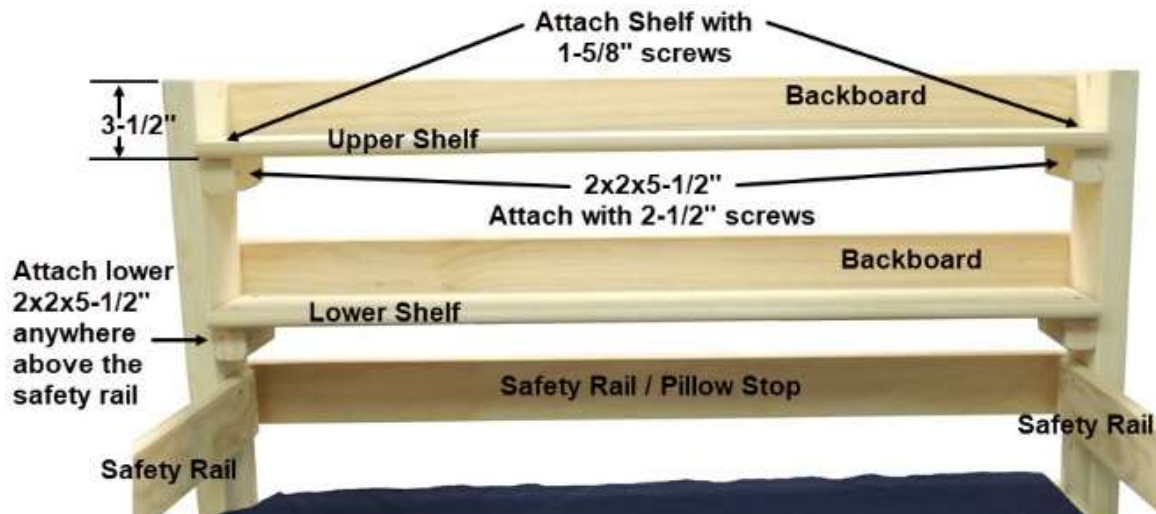
If you ordered the **Solid or Slatted Headboard**, it will be used as the shelf backboard. Follow the separate instruction sheet provided with those items. Install the Solid Headboard first then the shelves to match up to the screw holes that go into the back edge of the shelves.

Double Bookshelf Parts List: (2) Shelves & Backboards (4) Shelf Supports 2x2x5-1/2" 1-5/8" & 2-1/2" Screws

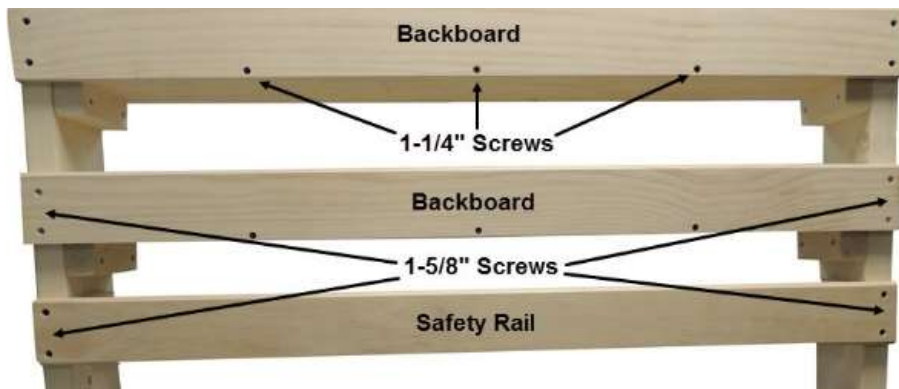
Single Bookshelf Parts List: (1) Shelf & Backboard (2) Shelf Supports 2x2x5-1/2" 1-5/8" & 2-1/2" Screws

Double Bookshelf: Following the diagram below, attach the lower shelf (2) 2x2x5-1/2" Shelf Supports anywhere above the safety rail with 2-1/2" screws. Attach the shelf to the Supports with 1-5/8" screws. Now attach the upper Shelf Supports 3-1/2" from the top and follow the same procedure.

Single Bookshelf: You will have just (1) shelf and it is installed 3-1/2" from the top.

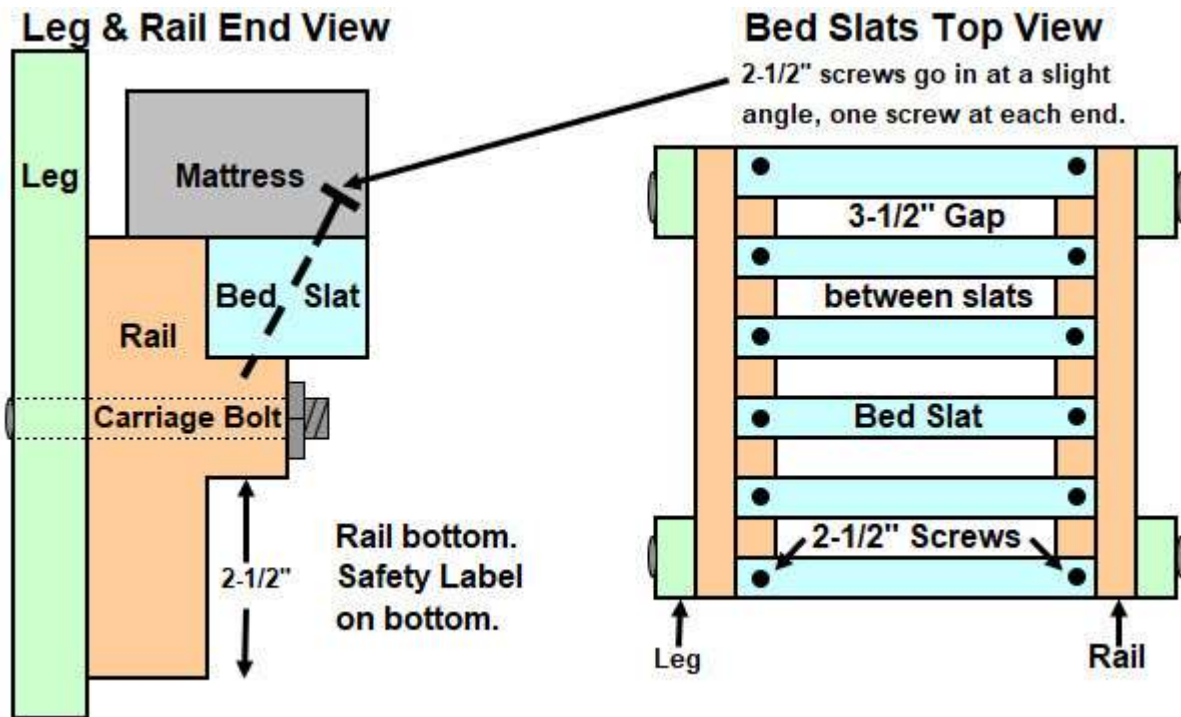


Install the Backboards to the back of the shelves. Use 1-5/8" screws at the ends when screwing into the Legs and 1-1/4" screws when screwing into the shelf.



Attach Bed Slats

3-1/2" Gap Between Bed Slats



Bed Slats Length: Twin 38", Full 53", Queen 59". Bed slats have 1 pilot hole at each end.

Please Note: If you also ordered the **Solid Platform** (1/8" MDF sheets) you need to first space the sheets out on the top of the bed slats to make sure a bed slat underneath is in-between where two sheets are joined together. Put a pencil mark on the rails where each sheet starts and ends as a guide. A bed slat must be installed underneath each long edge of the sheet. You can adjust the spacing between the slats to make sure it is underneath a sheet. Please read the **Solid Platform Assembly Instructions** first for more information.

Bed Slat Installation: Starting at the opposite end from the entrance, fasten all the bed slats to the front and back rails using 2 1/2" screws **spacing the slats 3-1/2" apart**. The pilot holes at the ends of each slat are very close to the edge and if it is split it is ok as the screw is only used to prevent the slat from sliding around. It is ok if the slats have a slight twist or do not lay perfectly flat, they will still support the mattress and give the strength and stability needed. If the screw hits the carriage bolt you may move the slat a little to avoid hitting the carriage bolt. If you are climbing up the end with the built-in ladder, leave a 2" gap between the first slat and the top rung of the ladder for the Safety Rail Brace. If you have extra slats place them at the entrance end.

Example of installed Bed Slats with 3-1/2" Gap



Warranty: College Bed Lofts warrants its beds for as long as the original purchaser owns it. We will repair or replace individual components that we consider defective due to materials or workmanship. This warranty does not cover damage of components due to user misuse, abuse, accident, modification, improper installation or normal wear and tear. Components that are warped, damaged or missing during shipping will be replaced by College Bed Lofts. For both the initial installation and warranty period, we may ask the customer to purchase the replacement components locally and they will be reimbursed for actual replacement costs. Warranty does not cover any installation costs. The customer is responsible for performing the original installation and any warranty repair. Our beds are made from unfinished softwood lumber, which may contain multiple loose knots, nicks, scratches, marks, stamps and minor imperfections, which is normal. The bed slats are also unfinished and have not been sanded. We require you to finish the loft as unfinished softwood will absorb moisture and surface cracks will appear over time. Surface cracks do not affect the stability of the bed. Unfinished wood will also turn dark over time. If you purchased the desk, we require at least finishing it to preserve the writing surface and preventing surface cracks.

Assembled With-in 30 Days: We require that the loft be assembled within 30 days of delivery. If left unassembled for a longer period of time, under some climate conditions unfinished wood may shrink or warp and some of the pieces may not fit properly. For example, our beds are manufactured in the Northeastern US, a cool and humid environment. If it is shipped to the Southwestern US, a hot and dry environment it will quickly dry out. If it is not assembled, this rapid drying could warp the wood. **The warranty is void if the loft is not assembled within 30 days of arrival.**

Return Policy: Refunds will only be granted up to 30 days after receipt of your loft. Orders cancelled prior to shipping will receive a full refund. For orders cancelled after shipping, customer must pay for the original shipping cost and shipping cost to return the loft to us or another location. Returned units will be inspected, if returned unit is undamaged and in new condition the customer will receive a refund of the purchase price less the original shipping cost less a 10% return processing and restocking fee. If damaged due to improper packaging during the return, the customer will receive a refund less the cost to repair or replace the damaged components, less the original shipping costs, less the 10% return processing and restocking fee. The following beds may not be returned nor refunded: Customized; painted; purchased in a group discount program; purchased in bulk using a purchase order.

Prior to returning the unit to us, the customer must contact us to obtain a Return Authorization (RA) number, the RA number must be written on all returned packages. Lofts returned without RA numbers will not be refunded. Send Returns to: College Bed Lofts, 382 Upper Oakwood Ave., Elmira, NY 14903.

Safety Guidelines: This bed was designed utilizing the Consumer Products Safety Commission (CPSC) guidelines for bunk beds. To help prevent serious or fatal injuries from entrapment or falls; Never allow a child under 6 years on the upper bunk; Only use a mattress that is: Twin 39"x75"; Twin XL 39"x80"; Full 54"x75"; Queen 60"x80" with a maximum thickness of 6", unless the bed has been customized or modified for a thicker or longer mattress as requested by the customer. The customer must assemble this bed to ensure the top of the safety rail is at least 5" above the top of the mattress and there are no openings around the mattress area that is greater than 3½". If modifications or alternations are made it must conform to the CPSC requirements. Since the Manufacturer cannot control the quality of the assembly nor modifications made to the bed, the Manufacturer will not be held legally liable from any accidents, injuries or property damage resulting from the use of our bed.

If this bed is to be used in an institutional environment (i.e. dorm room), a single safety rail must be installed on the front (long) side, and if the back side is not firmly up against a wall, a back safety rail must be used. If this bed is not in an institutional environment, then safety rails must be installed on all 4 sides with an opening to be able to climb in. The customer must follow the assembly instructions. Because of the very nature of sleeping on an elevated surface, there are obvious and inherent risks involved due to falling. This risk is enhanced when consciousness is limited or impaired due to sleep, lack of sleep, illness, consumption of alcohol, taking medications, inhalation of smoke or similar factors. The bed is an all-natural wood product and will burn when fire or sufficient heat is present. No horseplay, jumping or leaning over the edge is allowed on this bed. You must use the ladder to climb up into the upper bunk. Customers who choose to use our bed shall be deemed to have assumed all risks of accidents, injury and property damage associated with their use.

Manufactured By: Eastbay Solutions Group, LLC Web: CollegeBedLofts.com
Address: 382 Upper Oakwood Ave., Elmira, NY 14903 607-739-2331

The safety rail must be in use at all times.

