

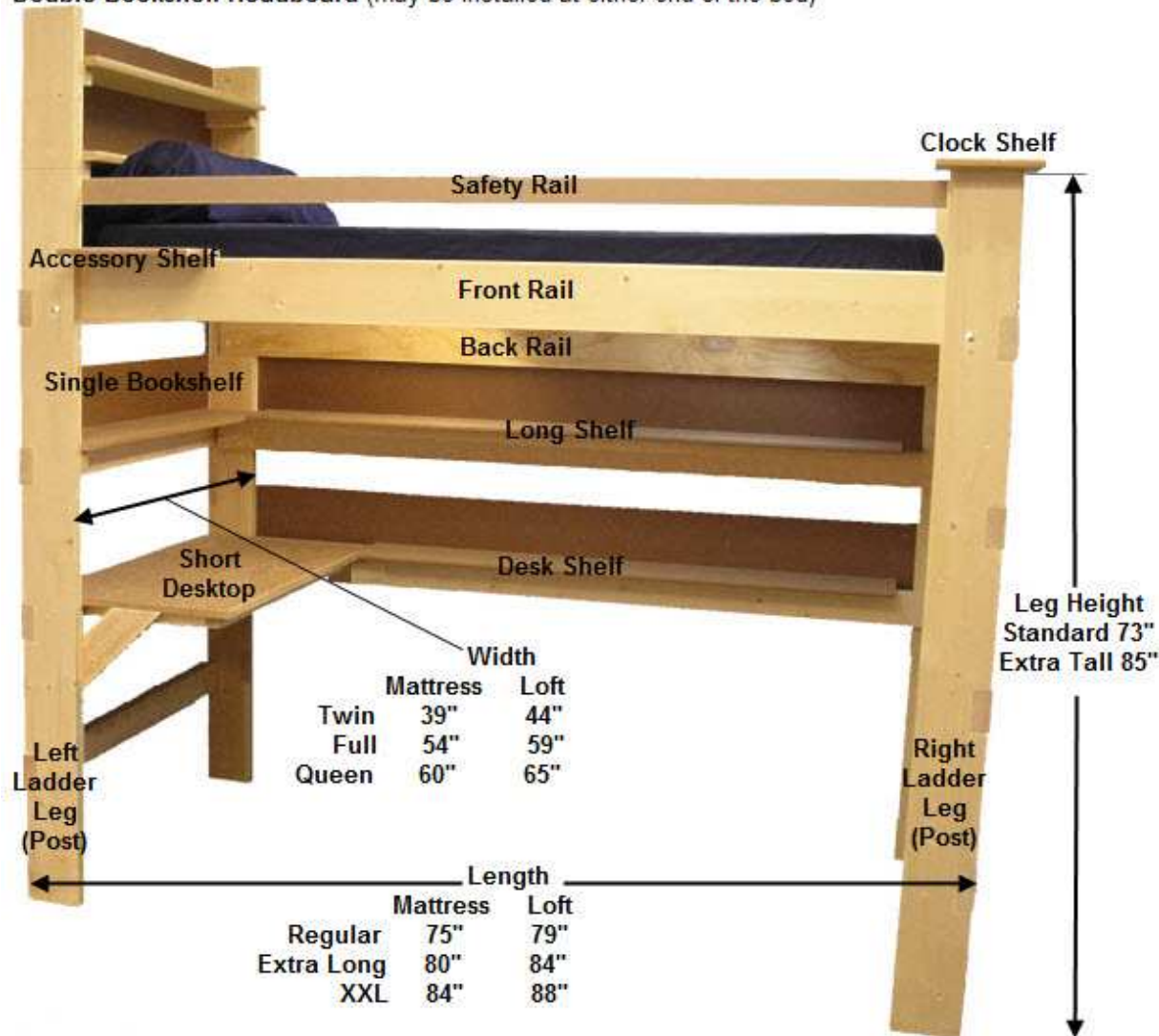
# College Bed Lofts Assembly Instruction

## Loft Bed - Bunk Bed - High Rise Platform Bed

Updated: 4/26/12

Shown here is the Loft Bed with a single safety rail, short desktop and the optional shelves and desktop.

Double Bookshelf Headboard (may be installed at either end of the bed)



**Assembly Video:** We have a short [assembly video](#) on our website, to view it [click here](#). 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 this first before starting assembly.

**Tools Needed:** Cordless drill/screwdriver with a phillips #2 medium head bit. Adjustable (or 9/16") wrench. Hammer or rubber mallet. Optional: sandpaper & primer/paint or stain. **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.

**Please Note:** You should always check our set up instructions at [www.collegebedlofts.com/setup.html](http://www.collegebedlofts.com/setup.html) to make sure you have the latest version. Compare the updated date at the top of the printed instructions with the web page updated date. **If the web instructions are newer, you should use the newer instructions from our web site.** We update the instructions frequently from customer's suggestions and so we recommend you always use the website instructions.

## High Rise Bed with Optional Double Bookshelf



### Notes

This set of instructions are for the Loft, Bunk and High Rise Beds. The High Rise Bed is assembled the same as the Loft Bed except it is shorter. The parts bag have enough screws for all products. **It is ok if you end up with extra screws since we include extras in the packaging.**

Set up takes roughly 1½ hours for the basic loft bed. 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 pictures above to see how everything fits together. Please read through the entire instructions first to familiarize yourself before beginning assembly.

The wood used in your loft will typically have a “good” side and a “bad” side. The bad side will usually have a lumber grading stamp or some imperfections. Before assembly lay all the pieces out on the floor and try to position the wood with the “good” side facing up or out. Take into consideration which side you usually will be climbing up on and place the best rungs and legs on that side.

Pilot holes have been predrilled into all necessary pieces, they do not go all the way through the wood.

You may want to add soap to the screws, the soap acts as a lubricant and makes driving them into the wood easier.

Lumber Sizing: 2x2's are actually 1½" x 1½", 2x4's are actually 1½" x 3½", 2x6's are 1½" x 5½".

### Safety

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

### Leg Height and Using Multiple Single Bookshelves

If you ordered the Extra Tall 85" Legs and have a low ceiling and you asked us to not cut the legs, it may be difficult to enter the loft by climbing over the top rung. To remedy this, the top rung of the ladder that will be used to enter the loft does not need to be installed. Once the loft has been assembled and the mattress mounted, the top rung may be added later on if needed. Leaving the top rung off on one ladder side of the loft will not affect the stability or weight capacity, it will still be just as sturdy and have the same weight capacity. In this case we will include in your shipment 2 Rung Caps that may be used to fill in the open notches if the top rung is not installed.

If you ordered multiple single bookshelves and they are installed in-between a rung, you may remove the rung to gain more shelf space. This may be needed if you ordered more than 1 single bookshelf for the 73" legs and more than 2 for the 85" legs. We have Rung Caps available to fill in the notch in the ladder legs.

# Items Included in this Shipment

## Loft, Bunk & High Rise Bed Parts

Note: Screw Sizes are #6 1-5/8" #7 2-1/2"

- (4) Legs 2x6 x Standard Height Legs 73" or Extra Tall Legs 85" or High Rise Bed 40" (or customized to your specs).
- (8) Ladder Rungs 2x4 x Twin 44", Full 59", Queen 65". Extra Tall Legs have 10 Rungs High Rise Legs have 4 Rungs.  
All Rungs have 2 pilot holes at each end
- (1) Front Rail 2x6 w/2x2 Ledge x Regular 75", Extra Long 80", Dorm XL 84"
- (1) Back Rail 1/2" x 9-1/2" Plywood w/2x2 Ledge x Regular 75", Extra Long 80", Dorm XL 84", or 2x6 Enhanced Rail.
- (1) Bed Slat Set 1 1/2" thick x Twin 39", Full 54", Queen 60", or 1" shorter then using the Enhanced Back Rail.  
slats have 1 pilot hole at each end
- (1) Safety Rail 3/4" x 2-1/4" MDF x Regular 75", Extra Long 80", Dorm XL 84" (not included with High Rise Bed)

## Parts Bag of Bolts & Screws Includes

- Carriage Bolts (2) 3/8" x 4" & (2) 3/8" x 5" and optionally (2) additional 5" if you purchased the Enhanced 2x6 Back Rail
- (4) Each 3/8" Washers, Lock Washers, Hex Nuts (80) 2 1/2" Screws
- (16) 1-5/8" Screws (1) Glue

Note: 2x4's are actually 1-1/2" x 3-1/2" 2x6's are actually 1-1/2" x 5-1/2" 2x2's are actually 1-1/2" x 1-1/2"

# Optional Accessories Items List

## Loft & Bunk Double Bookshelf Parts List

- (2) Shelves 3/4" x 7" MDF
- (2) Shelf Sides 2x6 x 15" - 18"
- (2) Shelf Leg Supports 2x4x5 1/2"
- (2) Shelf Supports 2x2x5 1/2"
- (2) Backboard 1/8" x 6 1/2" Hardboard
- (12) 1-1/4" Nails
- (12) 1-5/8" Screws
- (12) 2 1/2" Screws

## Single Bookshelf Parts List

- (1) Shelf 3/4" x 7" MDF
- (2) Shelf Supports 2x2x4"
- (1) Backboard 1/8" x 6 1/2" Hardboard
- (6) 1-1/4" Nails
- (4) 1-5/8" Screws
- (4) 2 1/2" Screws

Shelf Width: 7" Lengths 41" (twin), 56" (full) or 63" (queen)

## Long Shelf & Desk Shelf Parts List

- (1) Long Shelf MDF 3/4" x 7" x 63" (regular), 68" (XL) or 72" (XXL) (8) 2 1/2" Screws
- (1) Desk Shelf MDF 3/4" x 7" x 51" (regular), 56" (XL) or 60" (XXL) (10) 1-5/8" Screws
- (1) Shelf Support 2x4 x 75" (regular), 80" (XL) or 84" (XXL) (8) 1-1/4" Nails
- (1) Backboard 1/8" x 6 1/2" x 75" (regular), 80" (XL) or 84" (XXL) Hardboard

## Safety Rails Parts List

- (2) Full Length Safety Rails for the Front and Back Per Set (2) End Safety Rails Per Set
- (2) Half Length End Safety Rails (not supplied if Front Ladder is used) Per Set (48) 1-5/8" Screws
- (1) Safety Rail Brace 2x4 x 33" (not supplied if Front Ladder is used) (4) 2 1/2" Screws

## Bunk Bed Parts List

- (1) Front rail (2x6 w/2x2 ledge) (1) Back rail (1/2" plywood w/2x2 ledge)
- (2) Carriage Bolts 3/8" x 4" (5" if Enhanced Back Rail) (2) Carriage Bolts 3/8" x 5"
- (4) Each 3/8" Washers, Lock Washers, Hex Nuts
- (1) Bed Slat Set 1 1/2" thick x Twin 39", Full 54", Queen 60", slats have 1 hole at each end

## Front Ladder Parts List

- (2) Front Ladder Legs 1-1/2" x 4" (4) Ladder Rungs for 73" legs or (5) for 85" legs 18" long

## High Rise Double Bookshelf Parts List

- (2) Shelves 3/4" x 7" MDF (4) Shelf Supports 2x2x5 1/2" (2) Backboard 1/8" x 6 1/2" Hardboard

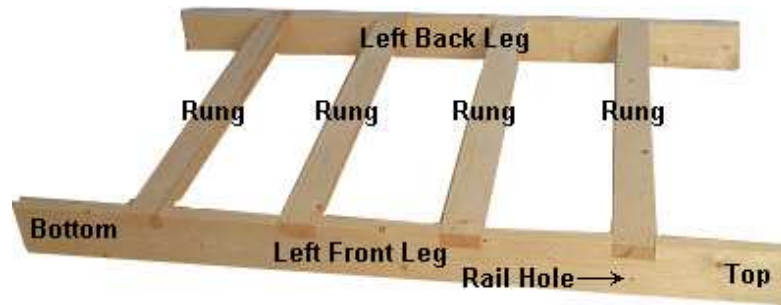
## Short Desktop Parts List

- (1) Desktop 3/4" x 20" x 41" Twin 56" Full or 62" Queen (1) Left Angle Brace 2x4 x 19"
- (1) Right Angle Brace 2x4 x 19" (16) 2 1/2" Screws

## Long Desktop Parts List

- (2) Desktops 3/4" x 20" (2) 2x2x38 Inner Rails (18) 2 1/2" Screws (22) 1-5/8" Screws

## Step One

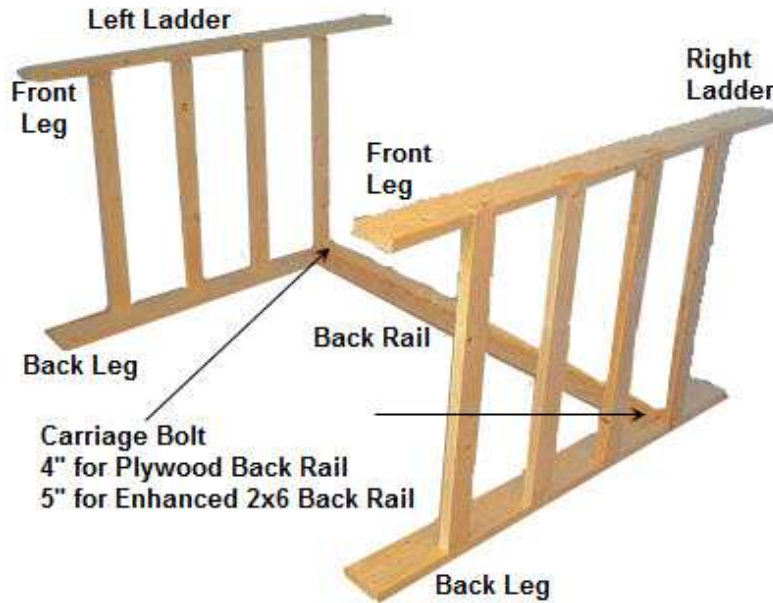
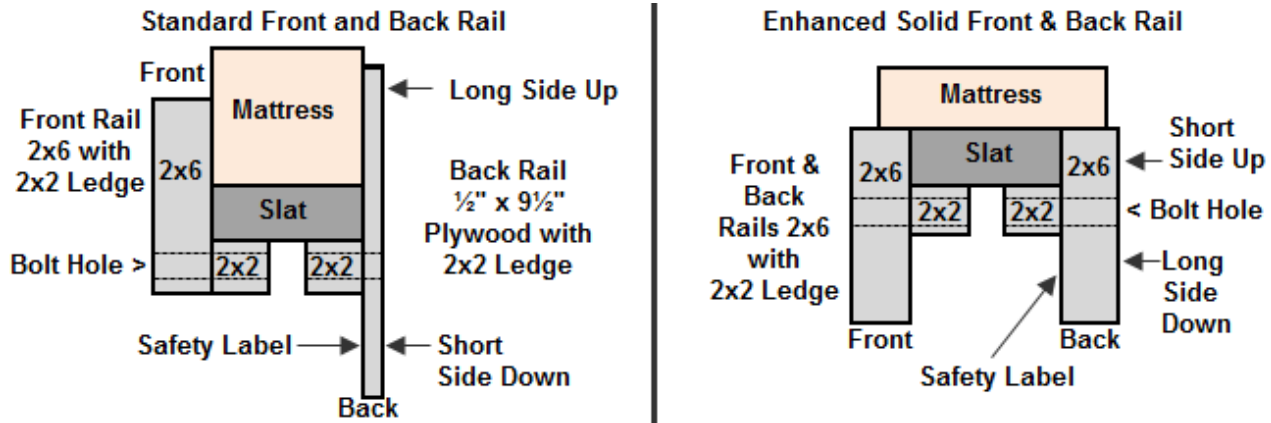


Note: If you ordered the **Round Top Legs** and **Double Bookshelf Headboard**, you will receive two round tops and two square top legs. Make sure you assemble the round tops to be on the same end. The Double Bookshelf Headboard is placed on the top of the Square Top Legs. If you ordered the bunk bed kit, make sure the rail holes all lined up at the same height from the floor. If you ordered the High Rise Bed with the Double Bookshelf, the two taller legs are the headboard, the two shorter legs are the footboard.

Assemble the left ladder. The four legs are all the same and may be used for either the left or right side or the front or back. Lay the left front leg and left back leg on the floor with the notches facing up. The rail hole is positioned towards the top of the legs. Place a small bead of wood 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 lining them up flush with the side of the front and back legs. If it is a tight fit, it can be sanded or use a rubber mallet or hammer to push the rung into the bottom of the notch. If using a hammer, hammer against a scrap piece of lumber so as to not dent the rungs. Make sure the rungs are square (90° degrees) to the legs and parallel to each other, they should be 11" apart. 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, slowly drive the screw half-way into the leg, then unscrew it so it is just comes out of the leg, then drive it all the way 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 right ladder. **The glue will take about 2 hours to dry. Do not use the loft or put any pressure on the ladder rungs while the glue is drying.**

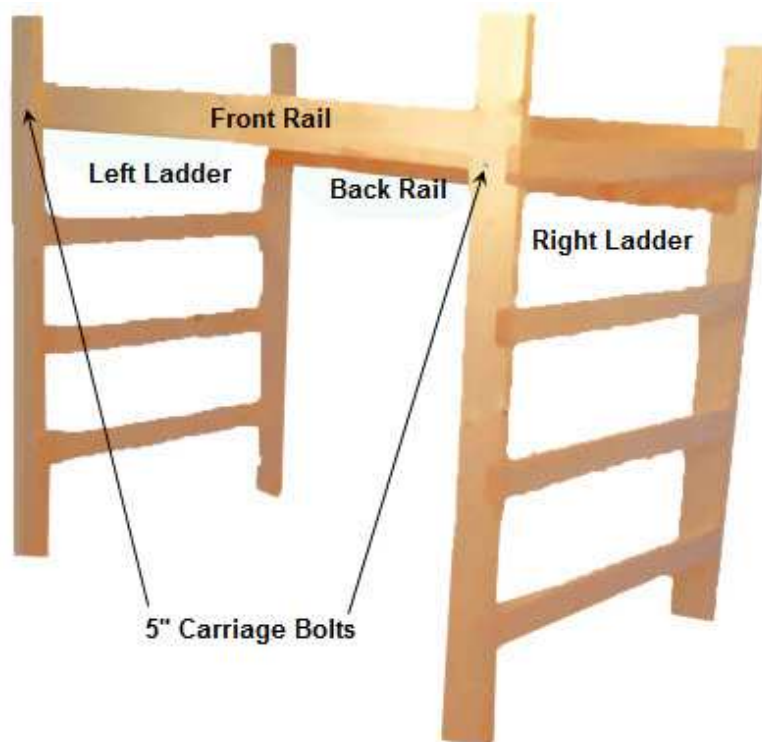
## Step Two

Shown here are diagrams of the Standard and Enhanced Front & Back Rails



From the back insert one 4" carriage bolt into the hole in each back leg. Note, if using the **Enhanced Solid Back Rail**, you will use 5" bolts. Lay the ladder ends on their backs as shown above. Lay the back rail between the ladder ends. The back rail is positioned with the safety label on the bottom side below the ledge. Place a washer, lock washer and nut on each of the bolts and loosely hand tighten the nuts.

### Step Three



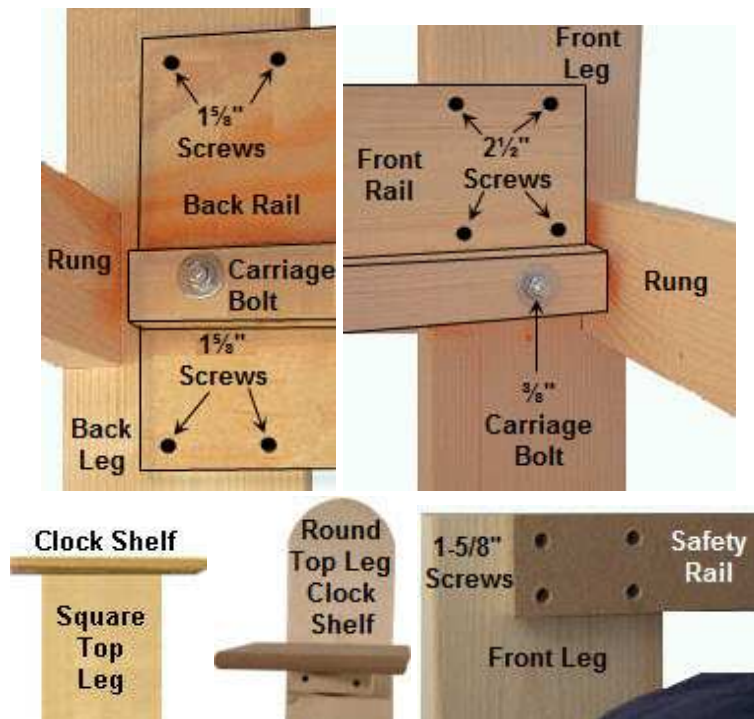
Lift the unit to its upright position. From the front insert a 5" carriage bolt into the hole in each of the front legs. From the inside place the front rail between the front ladder ends, with the ledge facing inside. If using the **standard front rail**, the ledge must be at the bottom of the front rail. If using the **Enhanced Solid Rails**, then the short side is up and the long side down. Place a washer, lock washer and nut on each of the bolts and loosely hand tighten the nuts.

### Step Four



Insert the bed slats (slats have 1 pilot hole at each end) between the front and back rails, evenly spacing them 3" apart. Starting at the headboard end, fasten all the bed slats (except the first and last, you will do them later) to the front and back rails using 2½" screws. 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 moving around. Our bed slat system provides 1000 lbs. of support. If you get towards the foot board end and you have extra slats, then you can place them closer together. There must not be more than a 3½" gap anywhere when installing the bed slats.

## Step Five



You may now completely tighten the carriage bolts. Fasten the back rail to the back legs with four 1-5/8" screws at each end. Fasten the front bed rail to the front legs with four 2-1/2" screws at each end. You may now fasten the first and last bed slat to the front and back rail using 2-1/2" screws. Place your mattress on the loft. If you ordered a bunk bed, you must now assemble the bottom section. If you have a bookshelf, front ladder, desktop or other options you may install them now. If you have a clock shelf and square top legs it can be installed to the top of any leg with two 1-5/8" screws. If you have round top legs, attach the clock shelf to the 2x2x4" and to the round top legs as shown above. The Accessory Shelf can be installed anywhere on the front rail with 1-5/8" screws.

**Step Six** If you ordered the Dorm Use Bed you will receive one safety rail for the front (long) side. Optionally you may add a safety rail on the back (long) side also. Fasten the safety rail to the **inside of the front legs 5"** above the top of the mattress with four 1-5/8" screws at each end. If you have a double bookshelf, install the safety rail just below the Shelf Side Support. **The Safety Rail must be in use at all times and it does add additional stability to the entire loft system.** If you ordered the Home Use Bed the the instructions for the [Safety Rail Sets](#) are available [below](#).

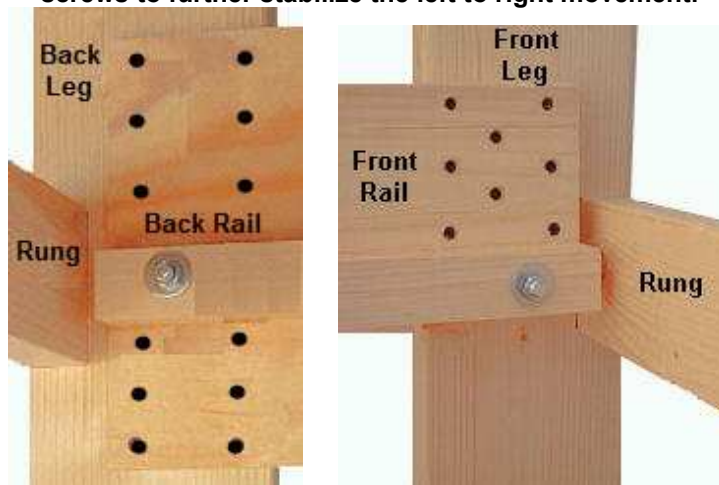
**After completing installation, let the loft sit as the wood glue will take about 2 hours to dry. Do not use or put any pressure on the ladder rungs or loft while the glue is drying.**

After the wood glue has dried, the loft 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 loft 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 drill bit, use it to drill a pilot hole first to prevent the wood from splitting.

If it moves left to right then the screws in the front and back rails should be checked. You may add additional screws to the front and back rails (see pictures below), spacing them roughly 3" 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 Back Rail and Front Rail with more screws to further stabilize the left to right movement.**



## 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 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. 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 lofts may not be returned nor refunded: Customized lofts; painted lofts; lofts purchased in a group discount program; lofts purchased in a fundraising program; loft 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

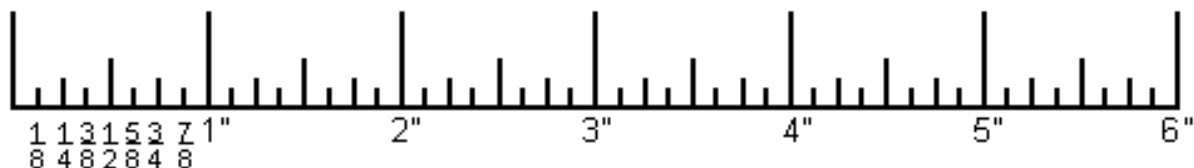
This bed was designed utilizing the Consumer Products Safety Commission (CPSC) guidelines for bunk beds. To help prevent serious or fatal injuries from entrapment or falls; Never allow a child under 6 years on the upper bunk; Only use a mattress that is: Twin 39"x75"; Twin XL 39"x80"; Full 54"x75"; Queen 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 (and this label) 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 Document #071 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 (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.

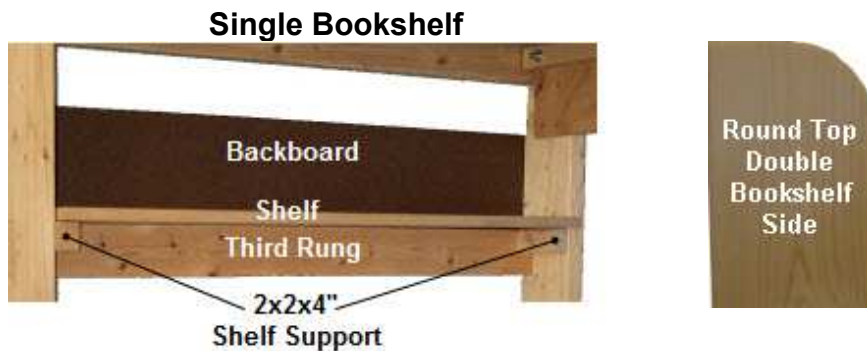
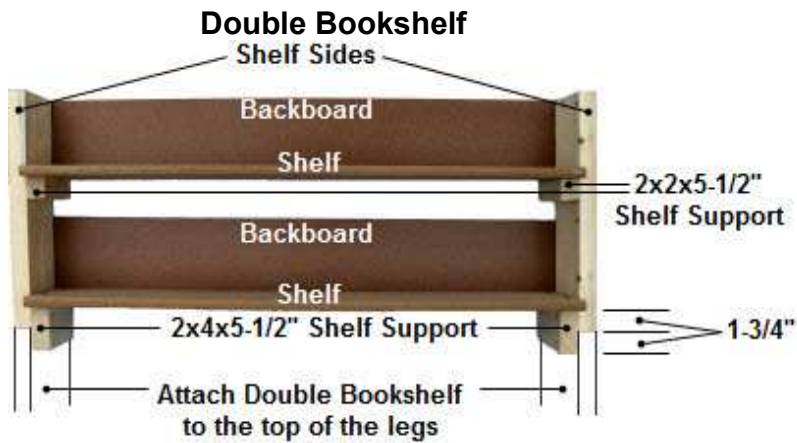
**Manufactured By: Eastbay Solutions Group, LLC Web: CollegeBedLofts.com**

**Address: 382 Upper Oakwood Ave., Elmira, NY 14903 607-739-2331**

***The safety rail must be in use at all times.***



# Loft Bed Bookshelf (Optional)



This set of instructions is for the Double and Single Bookshelf for the tall loft bed (73" or 85" legs). If you ordered the High Rise Bed, the assembly instructions are at [High Rise Bookshelf Instructions](#).

The Double Bookshelf is placed above the bed.  
The Single Bookshelf is placed below the bed, typically on the third rung from the bottom.

**Double Bookshelf** is built separately first, then attached to the legs at the last step. Attach the 2x4x5½" Shelf Supports to the Shelf Sides 1-3/4" from the bottom using 2½" screws. The Shelf Support will extend below the sides by 1-3/4" which will be used to attach to the loft legs later on. Attach the bottom shelf to the supports with 1-5/8" screws. Attach the 2x2x5½" Shelf Supports to the Shelf Sides 7" from the top using 2½" screws. Attach the top shelf to the supports with 1-5/8" screws. Attach the Backboards with 1-1/4" nails. The bottom of the backboards should be flush with the bottom of the shelves. Place nails into each corner of the backboard and into the back edge of the shelves every 12". Attach the complete unit to the top of the loft legs with 2½" screws. **Please note that the backboard is required to support the shelf.**

**Single Bookshelf** Attach the 2x2x4" Shelf Supports to the Legs using 2½" screws. Attach the Shelf with 1-5/8" screws. Attach the Backboard with 1-1/4" nails. If you ordered multiple single bookshelves and they are installed in-between a rung, you may remove the rung to gain more shelf space. This may be needed if you ordered more than 1 single bookshelf for the 73" legs and more than 2 for the 85" legs. We have Rung Caps available to fill in the notch in the ladder legs.

**Please Note:** If the back rail interferes with the single bookshelf, you can flip the back rail upside down to get more clearance.

## Loft & Bunk Double Bookshelf Parts List

- (2) Shelves 3/4" x 7" MDF
- (2) Shelf Sides 2x6 x 15" - 18"
- (2) Shelf Leg Supports 2x4x5½"
- (2) Shelf Supports 2x2x5½"
- (2) Backboard 1/8" x 6½" Hardboard
- (12) 1-1/4" Nails
- (12) 1-5/8" Screws
- (12) 2½" Screws

## Single Bookshelf Parts List

- (1) Shelf 3/4" x 7" MDF
- (2) Shelf Supports 2x2x4"
- (1) Backboard 1/8" x 6½" Hardboard
- (6) 1-1/4" Nails
- (4) 1-5/8" Screws
- (4) 2½" Screws

Shelf Width: 7" Lengths 41" (twin), 56" (full) or 63" (queen)

## Long Shelf & Desk Shelf (Optional)

### Front View



### Back View



**Long Shelf** may be attached anywhere to the back legs, typically though it is attached at the height of the third rung and may be used to support the single bookshelf.

**Desk Shelf** is attached to the back legs, typically at the height of the second rung and may be used to support the desktop.

**Please Note:** If you are also installing the Long Desk, the Long Desk needs to be installed before installing the Long Shelf. Since the Long & Short Shelves may butt up to the Single Bookshelf, it is made 2" shorter on each end to allow enough room for the Single Bookshelf. They do not go the full length of the bed. The Shelf Support (the long 2x4), sometimes due to temperature and humidity differences may be slightly warped. This will typically correct itself when it is attached to the back legs. If it is warped, first screw in the end of where you will be climbing up and then screw in the other end. The slight warpage will not be noticeable and will not affect the stability of the shelf.

Attach the Shelf Support (long 2x4) to the back legs using (8) 2½" screws. You may also use the end of the shelf support to support the end of the single bookshelf or the desktop (see above picture). Attach the Shelf to the Shelf Support using 1-5/8" screws. The back of the shelf should be flush with the back of the legs. Attach the Backboard to the back legs with four 1-5/8" screws into the corners. Attach the Backboard to the shelf with 1-1/4" nails every 12" into the back edge of the shelf. **Please note that the backboard is required to support the shelf.**

### Long Shelf & Desk Shelf Parts List

- |   |                    |
|---|--------------------|
| (1) Long Shelf MDF 3/4" x 7" x 63" (regular), 68" (XL) or 72" (XXL)       | (8) 2½" Screws     |
| (1) Desk Shelf MDF 3/4" x 7" x 51" (regular), 56" (XL) or 60" (XXL)       | (10) 1-5/8" Screws |
| (1) Shelf Support 2x4 x 75" (regular), 80" (XL) or 84" (XXL)              | (8) 1-1/4" Nails   |
| (1) Backboard 1/8" x 6½" x 75" (regular), 80" (XL) or 84" (XXL) Hardboard |                    |

## Safety Rail Sets (Optional)



Our Safety Rails follow the Consumer Products Safety Commission Guidelines which says that with no mattress on the bed, there must be no gap greater than 3-1/2" anywhere above the mattress foundation.

The Safety Rail Sets are multiple safety rails on three sides and half way across on one ladder end. **The front and back (long side) safety rails are mounted to the inside of the legs using 1-5/8" Screws, the end (short side) safety rails are mounted to the outside of the legs.**

The number of safety rails needed and the gap between each safety rail is based on the thickness of your mattress. The top of the top safety rail must be positioned 5" above the top of the mattress.

### Installing the safety rails

**The front and back (long side) safety rails are mounted to the inside of the legs using 1-5/8" Screws, the end (short side) safety rails are mounted to the outside of the legs.** Measure up from the bed slats to 5" above the top of the mattress. If you ordered extra safety rails measure up 10" or 15" above the top of the mattress. Mount the top safety rail (with the safety label) here. The remaining safety rails must be evenly spaced between the top safety rail and the front rail. The space between the safety rails must not be more than 3-1/2". On the ladder entrance side, position the Safety Rail Brace connecting the top two ladder rungs, fasten with four 2 1/2" screws. 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.



### Ladder Safety Rail (optional)

Under certain conditions (based on ceiling height and mattress thickness), you may need to install the Ladder Safety Rail between the top rung and next lower rung. Typically this is needed when you have a low ceiling and a thick mattress. If you did not receive this in your shipment, then it is not required for your bed.

The **Ladder Safety Rail** is required to be installed by the Consumer Products Safety Commission guidelines. It is designed to prevent a small child from being entrapped while climbing up or down the ladder. It is installed on all the ladders (end ladders and the optional front ladder if used) of the bed based on the number of rungs as noted below. If the ladder end has a single bookshelf and backboard installed, then this safety rail is not required at that end of the bed. This is installed half way between two rungs.

Number of Rungs	Install the top of the safety rail at
5	65-1/4" from the floor
4	50-3/4" from the floor
3	36-1/4" from the floor
2	21-3/4" from the floor

**Please make sure there is no more than a 3-1/2" gap anywhere above the mattress foundation when there is no mattress on the bed.**

### Safety Rails Parts List

- |   |                              |
|---|------------------------------|
| (2) Full Length 1x4 Safety Rails for the Front and Back Per Set                 | (2) End Safety Rails Per Set |
| (2) Half Length End Safety Rails (not supplied if Front Ladder is used) Per Set | (48) 1-5/8" Screws           |
| (1) Safety Rail Brace 2x4 x 33" (not supplied if Front Ladder is used)          | (4) 2 1/2" Screws            |

## Bunk Bed (Optional)



The bottom front and back rails are assembled the same way as the top rails. From the back insert the one 4" carriage bolt into the bottom hole of each back leg. Place the back rail between the ladder ends. Place a washer, lock washer and nut on each of the bolts and loosely hand tighten the nuts. From the front insert the 5" carriage bolt into the bottom hole in the front legs. From the inside place the front rail between the ladder ends. Place a washer, lock washer and nut on each of the bolts and loosely hand tighten the nuts. Insert the bed slats between the rails, evenly spacing them apart. You can now completely tighten the carriage bolts. Fasten the bed slats to the rails using 2½" screws. Fasten the back rail to the back legs with 1-5/8" screws. Fasten the front rail to the front legs with 2½" screws. The bunk is now complete

### Bunk Bed Parts List

- (1) Front rail (2x6 w/2x2 ledge)
- (2) Carriage Bolts 3/8" x 4" (5" if Enhanced Back Rail)
- (4) Each 3/8" Washers, Lock Washers, Hex Nuts
- (1) Bed Slat Set 1½" thick x Twin 39", Full 54", Queen 60", slats have 1 hole at each end
- (1) Back rail (½" plywood w/2x2 ledge)
- (2) Carriage Bolts 3/8" x 5"

## Front Ladder (Optional)



The Front Ladder is assembled similar to the ladder ends. Lay the legs on the floor with the notches facing up. Place a small bead of wood glue at the base and sides of each notch and spread it out evenly covering the entire notch. Insert rungs into the notches lining them up flush with the outside of the legs. 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 leg. Suggestion, drive the screw half-way into the leg, then unscrew it so it is just comes out of the leg, then drive it all the way 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.

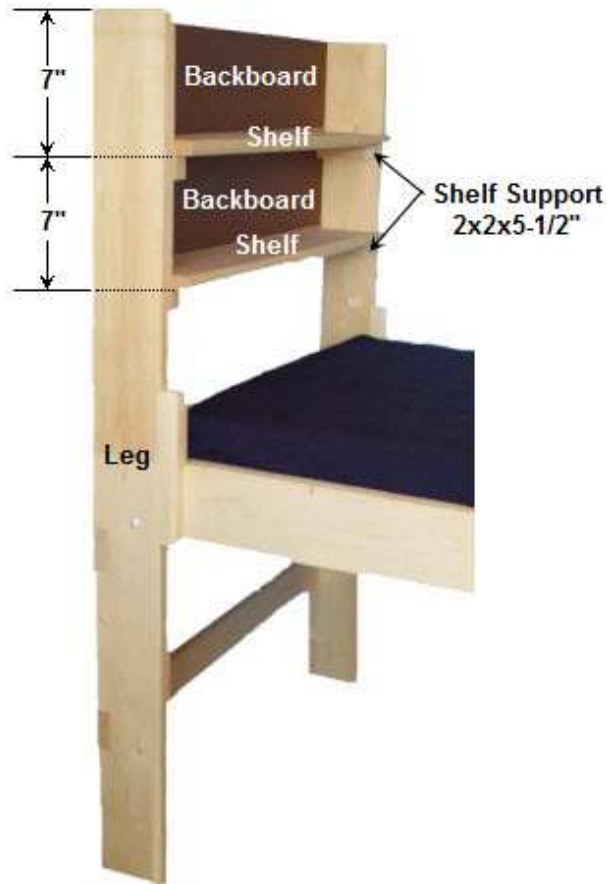
The Front Ladder may be attached to either the left or right side of the loft. From behind each rung use four (4) 2½" screws to fasten the leg to the existing loft leg. From behind the front rail, use two (2) 2½" screws to fasten each leg to the front rail. Note, there are no pilot holes in the front rail, you need to screw from the front rail into the legs.

Fasten the safety rail to the inside of the front legs 2" - 3" above the mattress with 1-5/8" screws.

### Front Ladder Parts List

- (2) Front Ladder Legs 1-1/2" x 4"
- (4) Ladder Rungs for 73" legs or (5) for 85" legs 18" long

## High Rise Bed Double Bookshelf (Optional)



This set of instructions is for the High Rise Bed Double Bookshelf. If you ordered the tall loft bed with 73" or 85" legs, the Double Bookshelf assembly instructions are at [Loft Bed Bookshelf Assembly Instructions](#).

Attach the Shelf Support (2x2x5½") at roughly 7" and 14" from the top using 2½" screws. **Note:** The shelves may be placed at any height you need, the 7" & 14" are only suggestions.

Screw the bottom shelf first then the top shelf to the Shelf Supports using 1-5/8" screws.

Attach the two Shelf Backboards using 1-1/4" nails. The bottom of the backboards should be flush with the bottom of the shelves. Place nails into each corner of the backboard and into the back edge of the shelves every 12". Note that the backboard is required to support the shelf.

### High Rise Double Bookshelf Parts List

- (2) Shelves 3/4" x 7" MDF
- (4) Shelf Supports 2x2x5½"
- (2) Backboard 1/8" x 6½" Hardboard

## Short Desktop (Optional)



The Short Desktop may be placed either underneath the loft or at the end of the loft, and either on the left or right side. It is attached to the second rung. Maximum weight capacity is 40 lbs.

**Installation** Attach the desktop to the second rung using 2½" screws from underneath. Use the predrilled pilot holes in the desk frame to connect the desk top to the rung. Keep in mind the desktop will need to be supported until the side braces are added. Make sure the desktop is level. Attach the Left Angle Brace to the desktop and to the leg as shown in the above picture. Now attach the Right Angle Brace to the desktop and to the leg as shown in the above picture. If you decide to not paint or stain the loft, we do recommend at least finishing the desktop to preserve the writing surface. It can either be painted or stained.

### Short Desktop Parts List

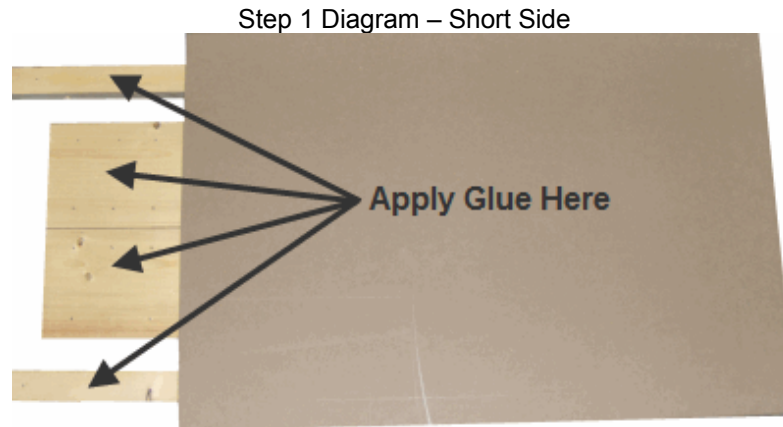
(1) Desktop 3/4" x 20" x 41" Twin 56" Full or 62" Queen (1) Left Angle Brace 2x4 x 19"  
(1) Right Angle Brace 2x4 x 19" (16) 2½" Screws

## Long Desktop (Optional)

The Long Desktop goes underneath the loft and across the back. Maximum weight capacity is 60 lbs. The long desktop comes in 2 pieces (long and short side) which needs to be glued and assembled prior to attaching to the loft bed.

### Step 1

Lay the shortest desktop piece face up as in the picture shown below. Apply glue to center support and support rails. Spread glue evenly across all pieces.



### Step 2

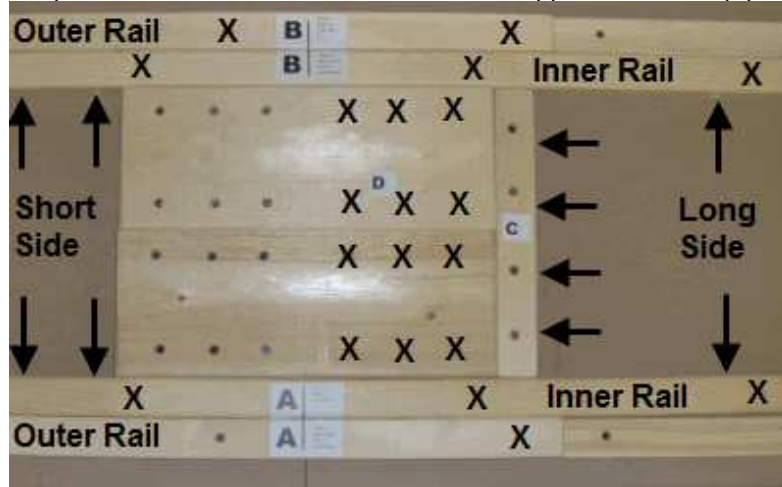
- 1) Lay the longer desk side face down on a long flat surface and place the glued side face down, make sure the edges line up.
- 2) Insert the 2x2x38" inner rails marked A and B (this will ensure the desktop will line up together properly in the next step).
- 3) Using (4) 2½" screws (shown as arrows below), fasten C to D (this will tighten the two tops together).
- 4) Using (12) 1-5/8" screws (shown as X's below), fasten D to desktop (don't go too deep or the screws will come through the other side).
- 5) Using (2) 1-5/8" screws (X's) fasten the outer rails to the long desktop piece.
- 6) Remove the 2x2x38" pieces and place glue on the bottom side and on the side facing the outer rail. Reinsert the 2x2x38" inner rails lining up A to A and B to B.
- 7) Use (8) 1-5/8" screws (X's) to fasten the 2x2x38" inner rails to the bottom of the desktop (again don't go too deep or the screws will come through the other side).
- 8) Using (6) 2½" screws (arrow) to fasten the inside of the inner rails to the outer rails.

9) The top is now complete. Let the desktop lay flat until the glue dries (about 2 hours).

Note: If a screw does come trough the top of the desk surface, back the screw out enough to go just below the surface of the desktop then use fine grit sandpaper to gently smooth the bump out.

**Step 2 Diagram**

Note: Arrows represent 2½" screws which go into the side of each piece, X's represent 1-5/8" screws which attach the supports the the top piece.



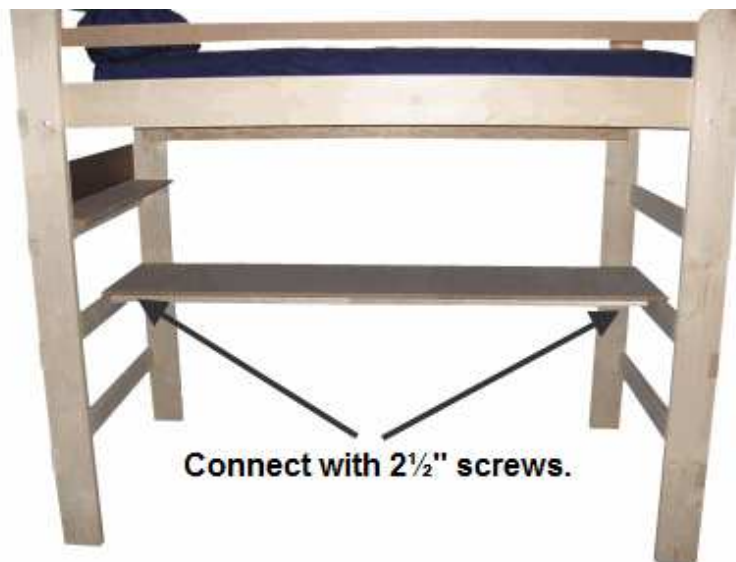
**Step 3**

Once the glue has had time to dry (about 2 hours), mount the desktop to the second rung (from the bottom) of the loft. If you are right handed, you would place the short side on the left, if you are left handed, you would place the short side on the right.

The desktop will be heavy and extra help may be needed to place the desktop on the rungs.

Once placed on the second rung, attach the desktop to the rungs by using (4) 2½" screws through the end support pieces (2x2) into the second rung, (2) 2½" screws per side to secure the desktop to the rungs.

**Step 3 Diagram**



**Long Desktop Parts List**

(2) Desktops 3/4" x 20" (2) 2x2x38 Inner Rails (18) 2½" Screws (22) 1-5/8" Screws