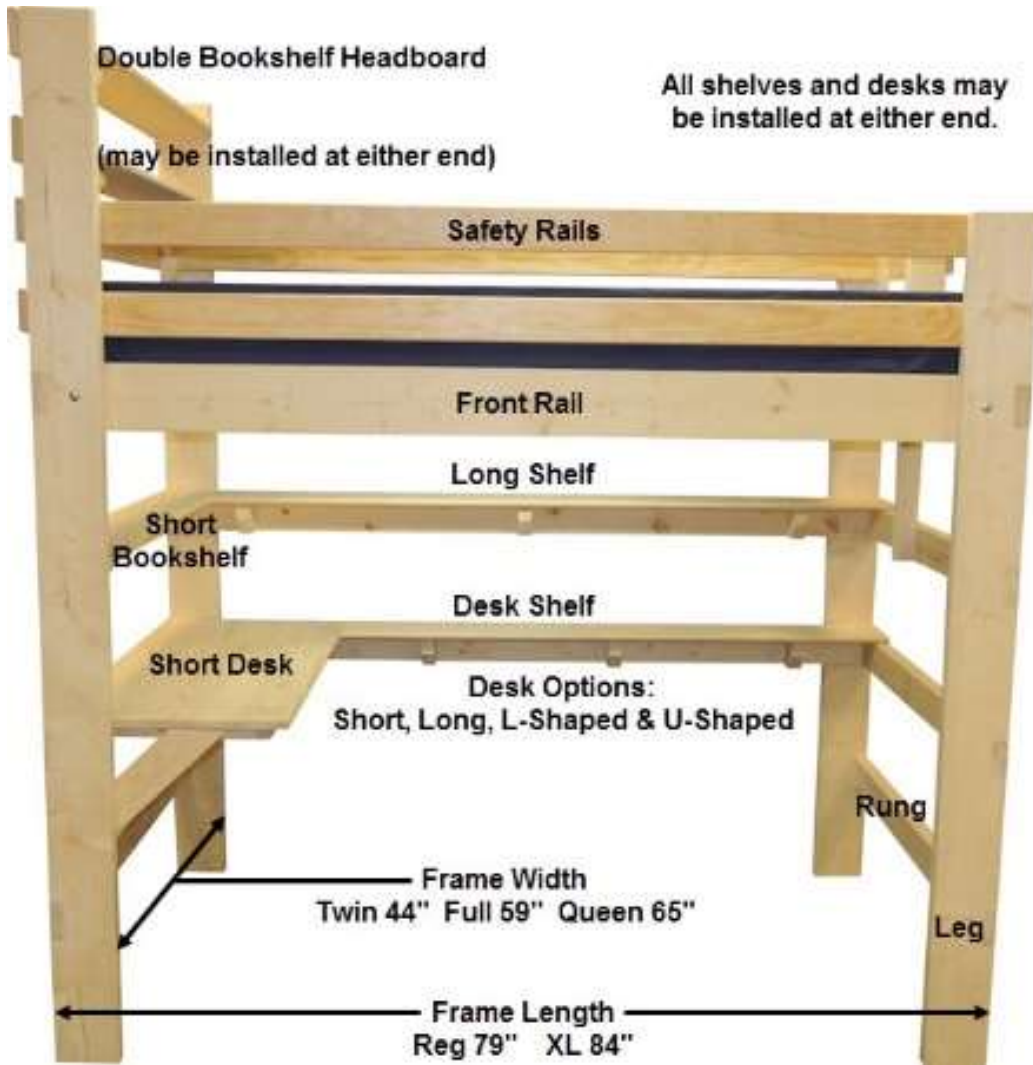


Assembly Instructions

Loft Bed - Bunk Bed - High Rise Platform Bed

Updated: 12/7/17



Bunk Bed

High Rise Platform Bed



Notes & Tips

Please read through the entire set of instructions first to familiarize yourself before beginning assembly. The photos on the first page show the bed with the most popular accessories. Please review what specific accessories you ordered. **If you have someone else assemble your bed please make sure they know what accessories and customizations you ordered and have then read this set of instructions first**

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.

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. **It is okay if you end up with extra screws since we include extra in the packaging.** Some of the individual accessories (the Bunk Bed for example) may have their own assembly instructions and/or parts bag included with them. You can find all assembly instructions at CollegeBedLofts.com/setup.html.

Assembly takes roughly 2 hours for the basic loft bed, and 15 - 30 minutes for each optional accessory and about 1 hour for the long desks. 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.

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

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 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.

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.

Basic Loft/Bunk Bed Parts List

Legs: 2x6 with notches.

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 and Queen 80".

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

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.

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

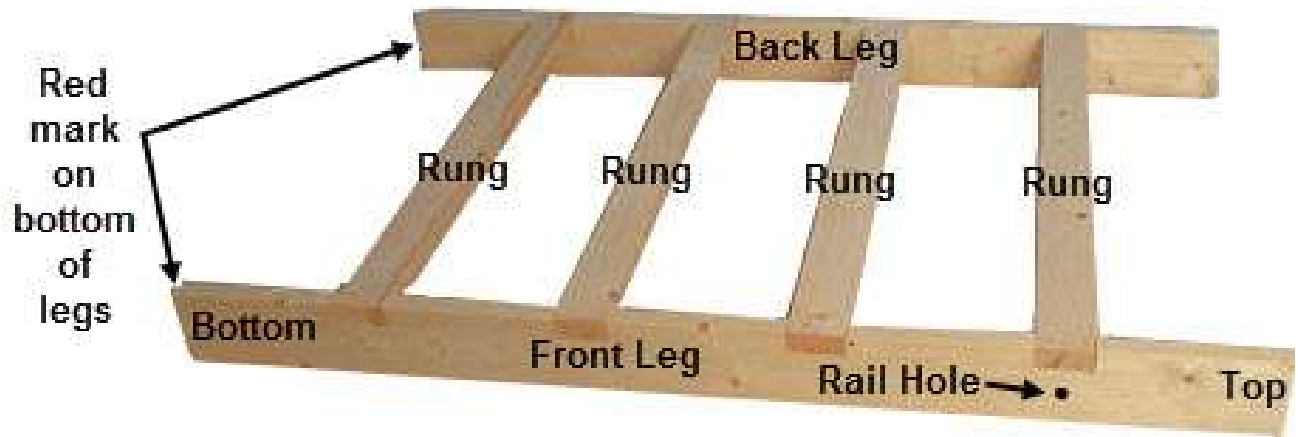
Please note if you ordered a **custom bed** the Parts List above will be different based on your customizations.

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 3/4" (shelving for example) thick 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.**

Finishing the Bed

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

Step 1 - Building the Ladder Ends



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**, (2) legs will 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 legs at each end are identical. If you didn't order a Headboard then all legs are identical. 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 (the most visible) part of the bed.

Bunk Bed: If you ordered a bunk bed it 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.

Assemble the footboard end. Select two legs for the footboard. Using the above diagram as a guide, lay the Front and Back Legs on the floor with the notches facing up. Make sure the rail hole on 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.



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 1/8" beyond the edge of the leg.

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

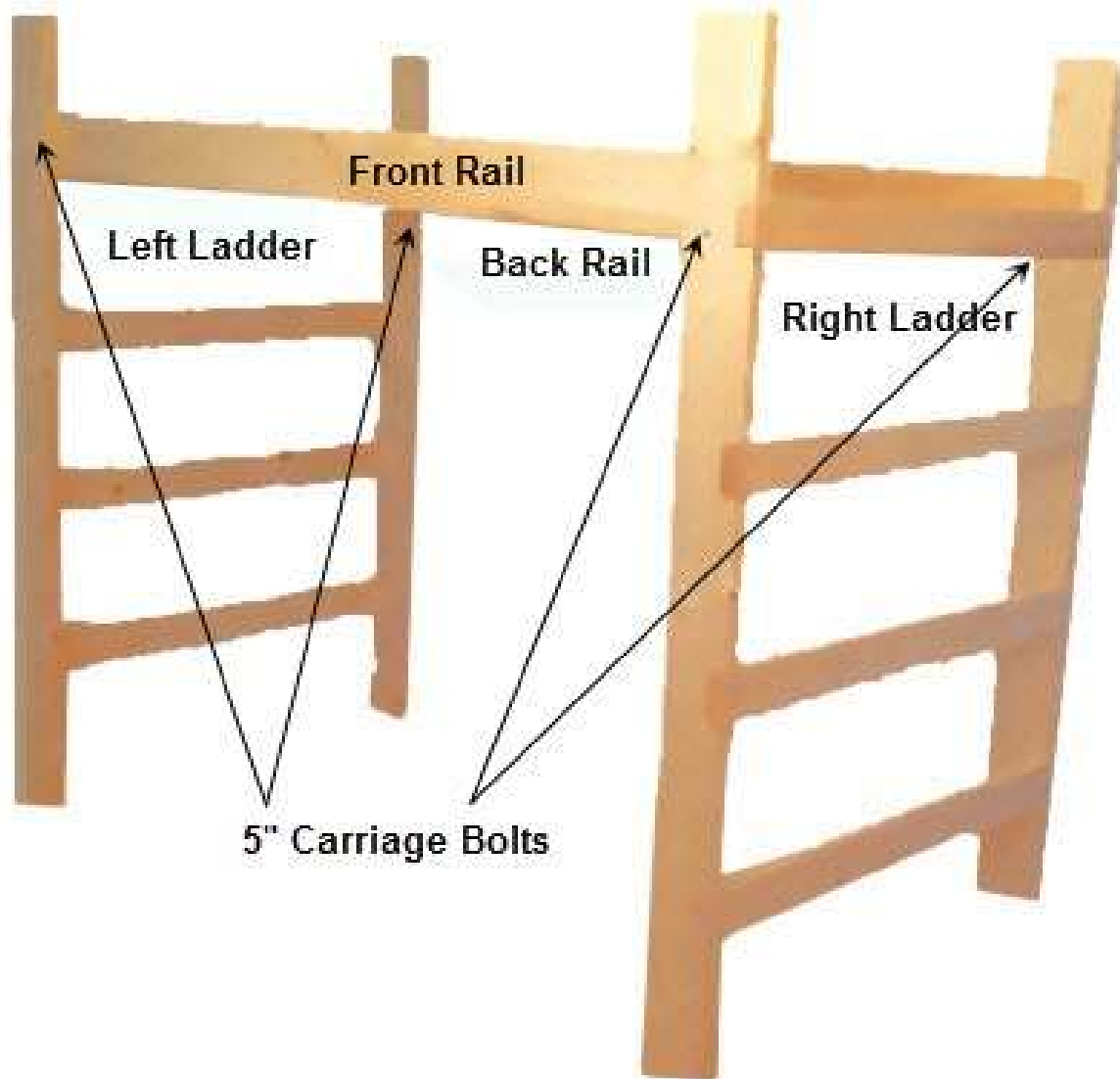
Make sure the rungs are square (90° degrees) to the legs and parallel to each other. Use 2½" screws to fasten each rung to the legs. Drive the screws nice and tight. While driving the screws, **make sure there is no gap between the rung and the base of the notch.**

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. Now repeat and assemble the headboard ladder.

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

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

Step 2 - Installing the Rails



Please Note: If you ordered the **Angled Front Ladder**, the front rail has pilot holes drilled into the back side which allows you to install the Front Angled Ladder either on the left or right end. Make sure this rail is located on the front of the bed.

From the back 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. The rail is positioned using the diagrams on the next page. If you have a standard width mattress use Diagram A, if you have a narrow mattress use Diagram B. Place a washer, lock washer and nut on each of the bolts and loosely hand tighten the nuts. Now position the front rail in the same way.

Please note that most colleges use a narrow Twin XL mattress which is typically 36" x 80", you should use Diagram B (next page) for this installation.

Step 3 - Attach Bed Slats

Leg & Rail End Views

Diagram A: For a standard width mattress.
Twin: 38"-39" Full: 53"-54" Queen: 59"-60"
Mattress lays on top of the rail.

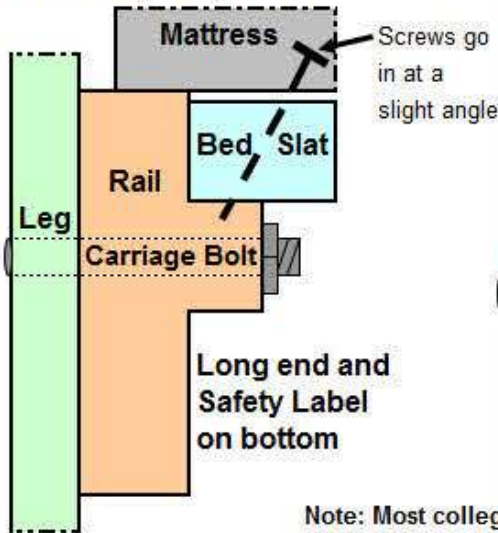
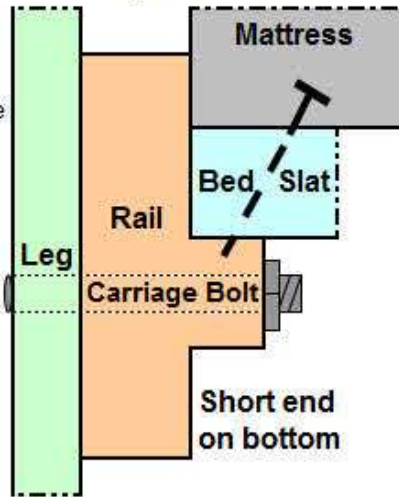


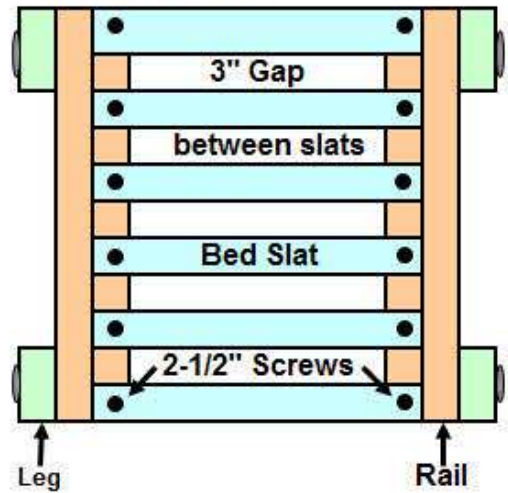
Diagram B: For a narrow mattress.
Up to: Twin: 37" Full: 52" Queen: 58"
Mattress lays inside the rail.



Note: Most colleges use a narrow (36" x 80") Twin XL mattress.

Bed Slats Top View

The bed slats are attached to the rails with 2-1/2" screws going in at a slight angle, one screw at each end.



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

Please Note: If you also ordered the **Solid Platform Mattress Foundation** (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 Mattress Foundation Instructions** for more information.

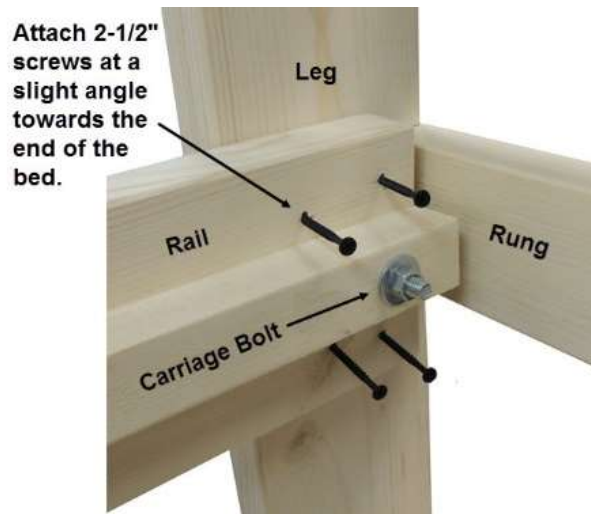
Bed Slat Installation: Starting at the headboard end, fasten all the bed slats (except the first and last, you will do them later) to the front and back rails using 2 1/2" screws spacing them 3" apart. Hint: The width of two slats is 3", use that as a spacer between slats. The pilot holes at the ends 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 you are climbing up the footboard end, leave a 2" gap between the last slat and the top rung of the ladder to allow you to easily grasp the top rung without touching the slat. If you have extra slats place them at the footboard end.

Please Note

If you ordered a Long Shelf, Desk Shelf or Long Desk it must be installed now before completing the rails.

Step 4 - Complete Rail Installation

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



The carriage bolts 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.

You may now fasten the headboard end bed slat to the front and back rail using 2 1/2" screws. For the last bed slat at the footboard end remember to leave a 2" gap between the slat and rung so you can easily grasp the top Rung without touching the Bed Slat.

Bunk Bed: If you ordered a bunk bed, you may now assemble the bottom Rails and Mattress Foundation using the same instructions for the loft bed

You may now install the remaining accessories and the Safety Rails are attached last.

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. We do recommend finishing the bed as unfinished softwood will cause surface cracks 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 require finishing it to preserve the writing surface and to prevent surface cracks. For help on finishing the 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.

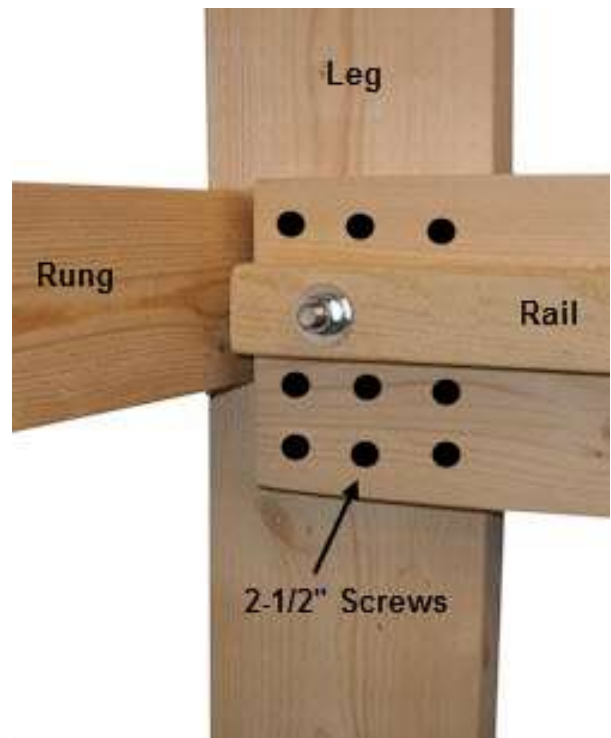
If the bed rocks more than 1/2", what direction does it move? When standing at the front rail (the long side) does it move left to right or front to back? If it moves front to back then the rungs are moving inside the notched legs. Did you coat the inside of the notches with the wood glue we provided? **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 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 most sturdiness and corner stability. Make sure the 2 1/2" screws are installed at each end of all bed rails.



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 desktop, 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.

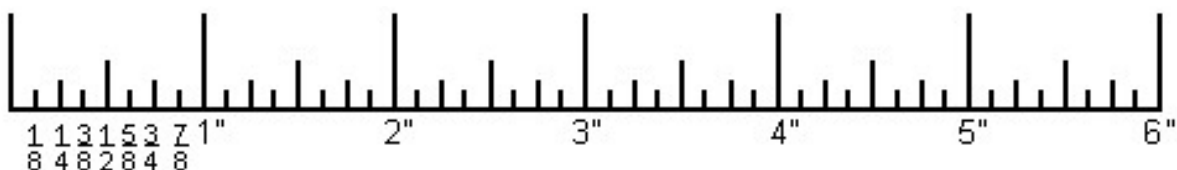
Prior to returning the unit to us, the customer must contact us to obtain a Return Authorization (RA) number, the RA number must be written on all returned packages. Lofts returned without RA numbers will not be refunded. Send Returns to: College Bed Lofts, 382 Upper Oakwood Ave., Elmira, NY 14903.

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 3 1/2". 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.



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.

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.

Long Shelf Parts List

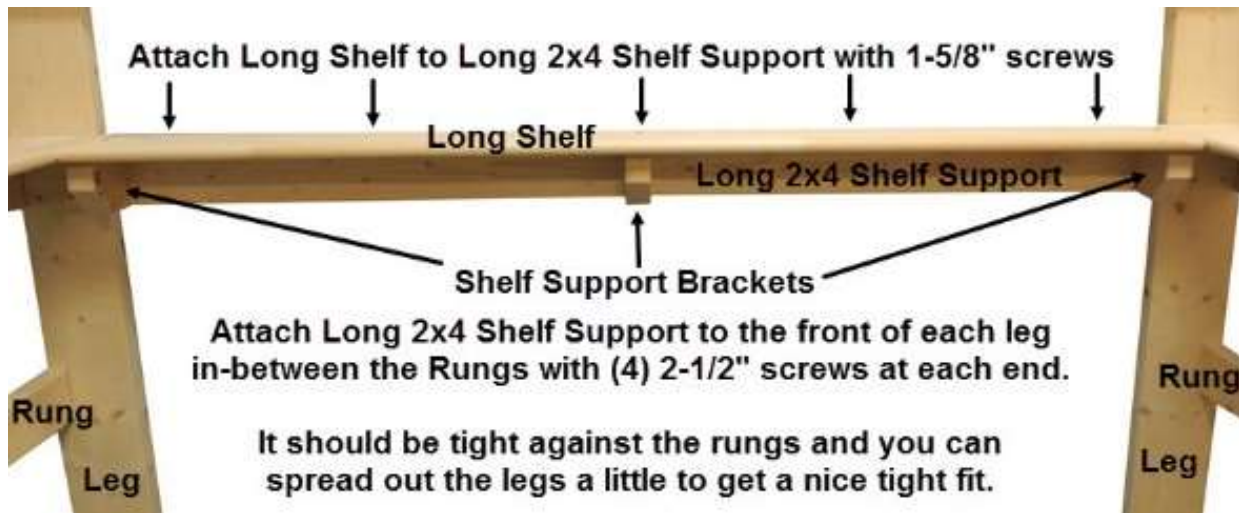
(1) Shelf (1) Long 2x4 Shelf Support 76" or 81" 1-5/8" Screws 2-1/2" Screws

Desk Shelf Parts List

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

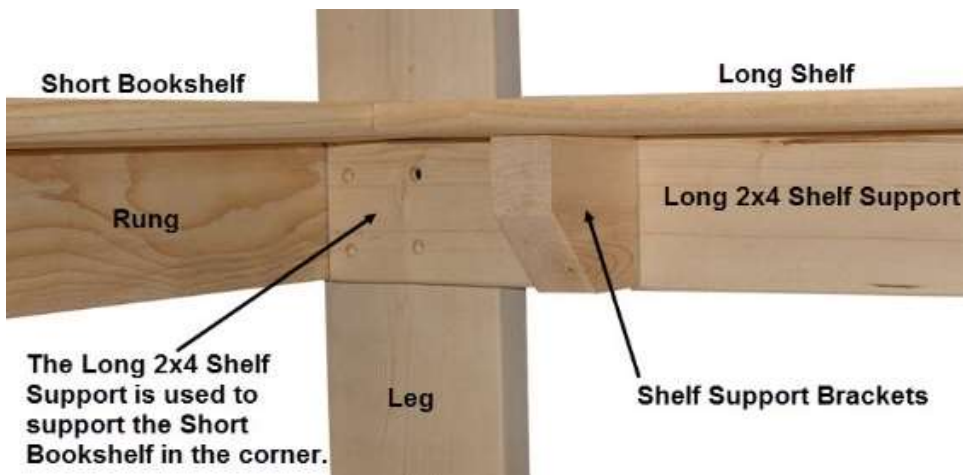
Please Note: If you ordered multiple shelves we will provide you with a separate specifications sheet showing the length and placement of each shelf. You must install the Long 2x4 Shelf Support before installing the Short Bookshelf. The Long 2x4 Shelf Support will also support the Short Bookshelf in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

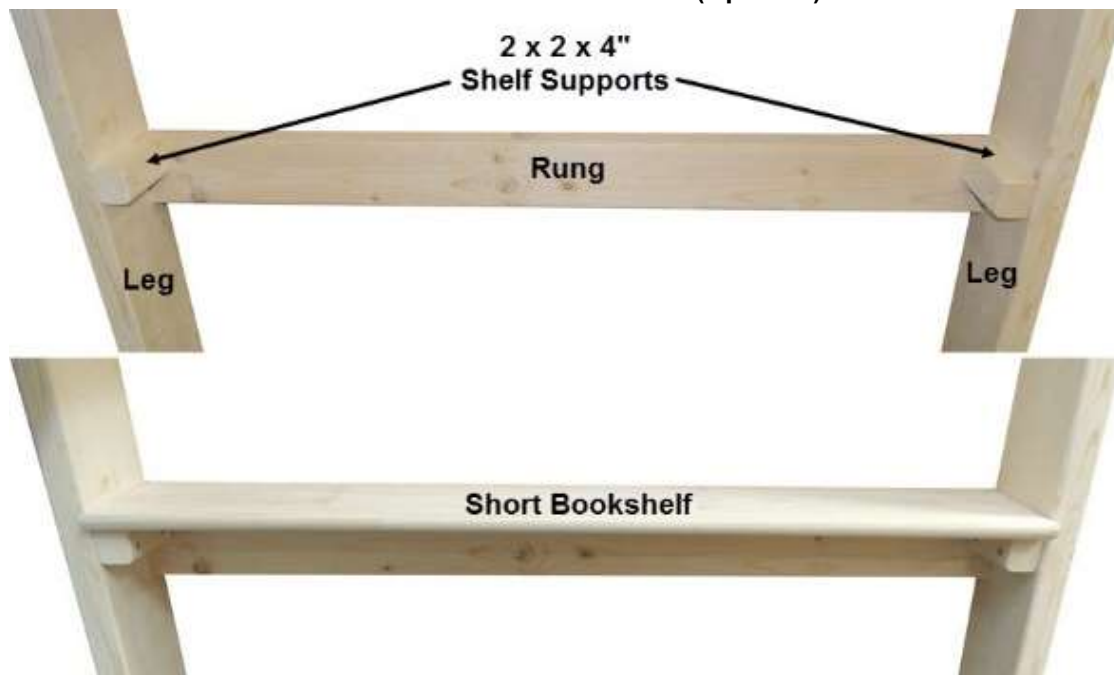


This shows the Short Bookshelf using the Long 2x4 Shelf Support in the corner.

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.

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.

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 page of instructions for this.

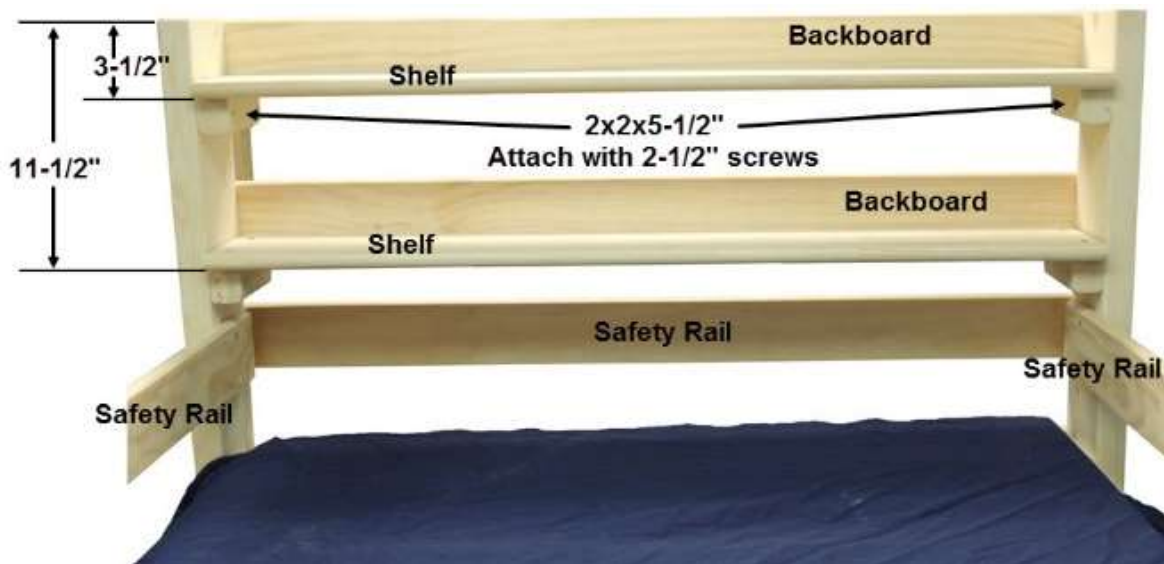
The shelves are typically placed above the safety rails as shown in the photo below. If you ordered extra safety rails the lower shelf may need to be placed between the safety rails to give you enough shelf height. If this occurs install the top safety rail first then the lower shelf just below it.

The shelves have a Backboard to support the weight of the items on the shelf and are required to be installed.

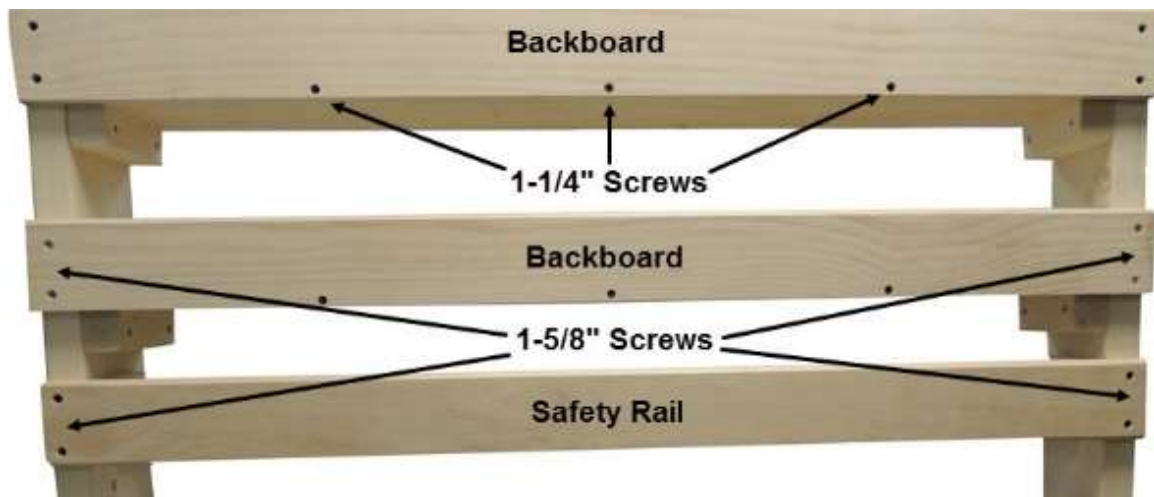
Single Bookshelf Parts List: (1) Shelf (2) Shelf Supports 2x2x5-1/2" 1-5/8" & 2-1/2" Screws

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

Double Bookshelf: Following the diagram below, attach (2) 2x2x5-1/2" Shelf Supports 11-1/2" from the top of the legs with 2-1/2" screws. Attach the shelf to the Supports with 1-5/8" screws. Now attach the Shelf Supports 3-1/2" from the top and follow the same procedure. Note: The lower shelf can be attached at any height but is typically installed as per the diagram below. For **Single Bookshelves** 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.



Safety Rail Sets (Optional)



If you ordered the Adult Use Bed you will receive (1) 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 legs at the top of the legs** with (4) 1-5/8" screws at each end. **The Safety Rail must be in use at all times and it does add additional stability to the bed.** If you ordered the Home Use Safety Rails the instructions are available below.

Safety Rail Brace ►

Home Use Safety Rails follow the Consumer Products Safety Commission Guidelines which state 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 one is based on your mattress thickness. The top safety rail must be positioned at least 5" above the top of the mattress. **The bottom Safety Rail will be in front of the mattress.**

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. 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.

Pillow Stop: If you ordered a Pillow Stop, it is the same as an end safety rail. You install it the same as the end safety rails 5" above the top of the mattress at the headboard end.

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 | 1-5/8" Screws |
| (1) Safety Rail Brace 2x4 with cut-out (not supplied if Front Ladder is used) | 2 1/2" Screws |

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 short 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.

Vertical Front Ladder (Optional)



The Vertical Front Ladder is assembled using the same procedures as the end ladders as listed in Step 1. There are pilot holes drilled into each leg, position those on the inside of the ladder. 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.

Front Ladder Parts List (2) Front Ladder Legs, 1-1/2" x 4" x Leg Height (4) Ladder Rungs for 73" legs or (5) for 85" legs 18" long.

Angled End Ladder (Optional)



The top rung of the built-in end vertical ladder has pilot holes drilled into the back side which allows you to install the end angled ladder either on the left or right side. Attach the end ladder to the loft with (3) 2-1/2" screws from the back of the top rung into the 2x4 across the top of the ladder.

Angled Front Ladder (Optional)



The front rail has pilot holes drilled into the back side which allows you to install the front angled ladder either on the left or right side. Attach the front ladder to the loft with (3) 2-1/2" screws from the back of the front rail into the 2x4 across the top of the ladder. Attach the Safety Rail Brace to the front rail with (9) 2-1/2" screws from the back side.

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. If you are also installing the Desk Shelf, install it at the same time as the short desk as the long 2x4 support will also support the desk.

Short Desktop Parts List

(1) Desktop 3/4" x 20" x 41" Twin 56" Full or 62" Queen
(1) Right Angle Brace 2x4 x 18"

(1) Left Angle Brace 2x4 x 18"
2½" Screws

Long Desktop (Optional)

The Long Desktop goes underneath the loft and across the back. Maximum weight capacity is 40 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.

Before starting assembly wipe away any sawdust that may still be on the desktop pieces.

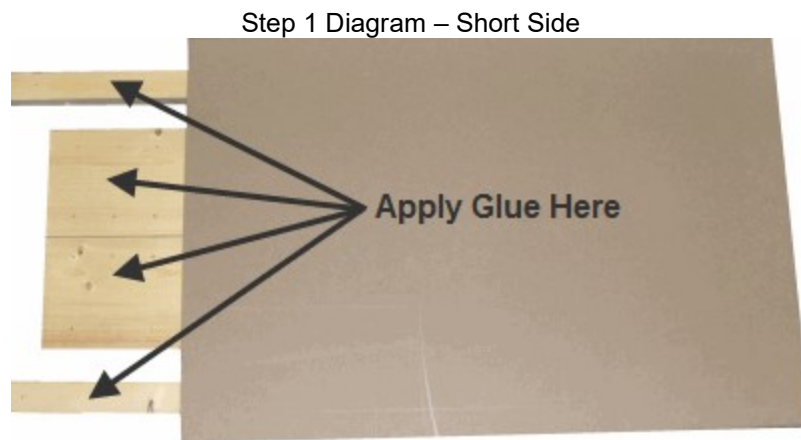
Long Desktop Parts List

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

(1) Desk Support 2x4 x 76" (regular), 81" (XL)

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.



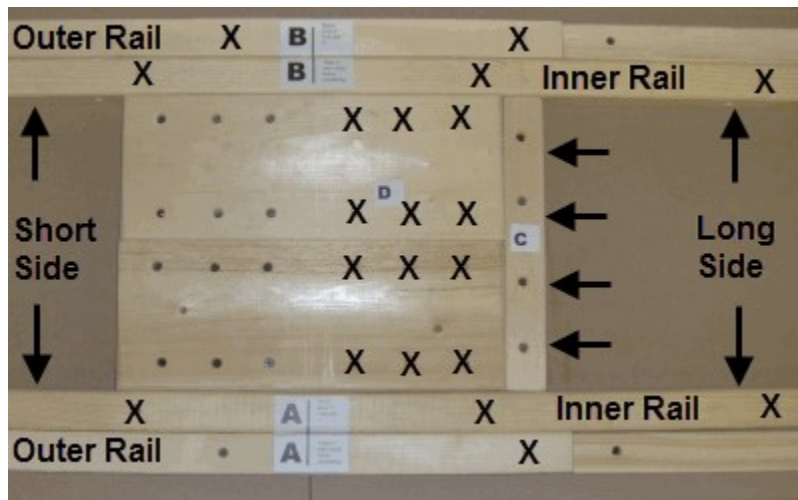
Step 2

- 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) 2 1/2" 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 (4) 2 1/2" screws (arrow) to fasten the inside of the inner rails to the outer rails A to A and B to B.
- 9) The top is now complete. Let the desktop lay flat until the glue dries (about 2 hours).

Note: If a screw does come through 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 top piece. If you have the L-Shaped or U-Shaped Desk the Inner Rail Length may be different from the photo below. Always line up the A|A and B|B when installing the Inner Rail.



Step 3

Please Note: If you have a Long Shelf you must attach that before attaching the Long Desk.

For the Long, L-Shaped and U-Shaped Desks you must first assemble the complete desk and then install it on the bed. If you have a Corkboard or Whiteboard placed above the desk, the 2x4 supports will have Cable Slots, see next page for pictures of it.

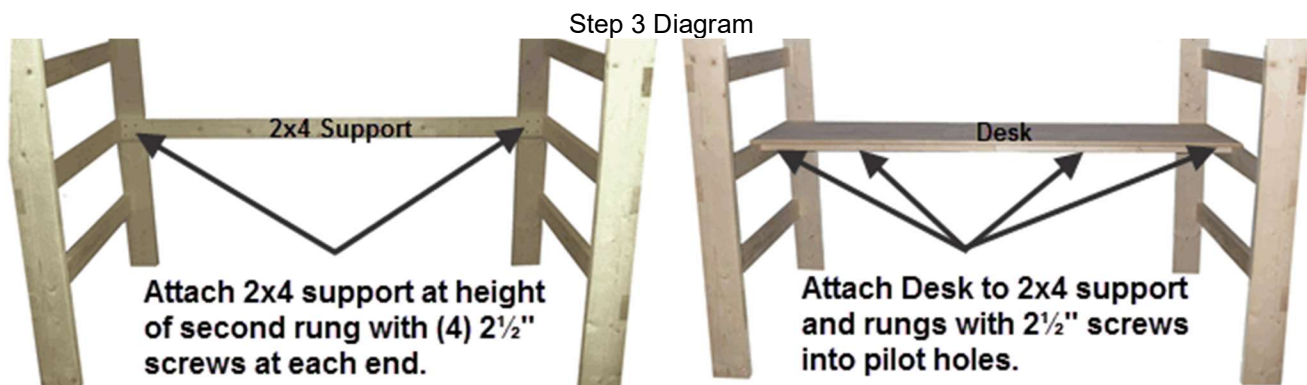
Install the 2x4 support at the height of the second rung with (4) 2-1/2" screws at each end into the legs. It should be tight against the rungs and you can spread out the legs a little to get a nice tight fit. The 2x4 support sometimes due to temperature and humidity differences may be slightly warped. This will typically correct itself when it is attached to the back legs. The slight warping will not be noticeable and will not affect the stability of the desk.

Once the desk 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 desk will be supported by the Rungs at each and the 2x4 Support at the back.

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 and to the back 2x4 Support.

If the long desk doesn't fit exactly between the rungs you can remove the screws from one end of the 2x4 Support and pull the bottom of the legs out to make the desk fit then reinstall the 2x4 Support screws.



2x4 Long Desk Support with Cable Slots

If you purchased the Long, L-Shaped or U-Shaped Desk and have a Corkboard or Whiteboard placed above the desk the 2x4 supports will have Cable Slots on the back side of the 2x4. The decorative pine on top of the short 2x4 pieces are installed in the up position.

Back side of 2x4 Long Desk Support showing the Cable Slots



Back side of bed with Corkboard and 2x4 Support installed



Front of bed showing desk, cable slots and corkboard



L-Shaped & U-Shaped Desk Assembly Instructions

Photo-1 L-Shaped Desk Bottom View

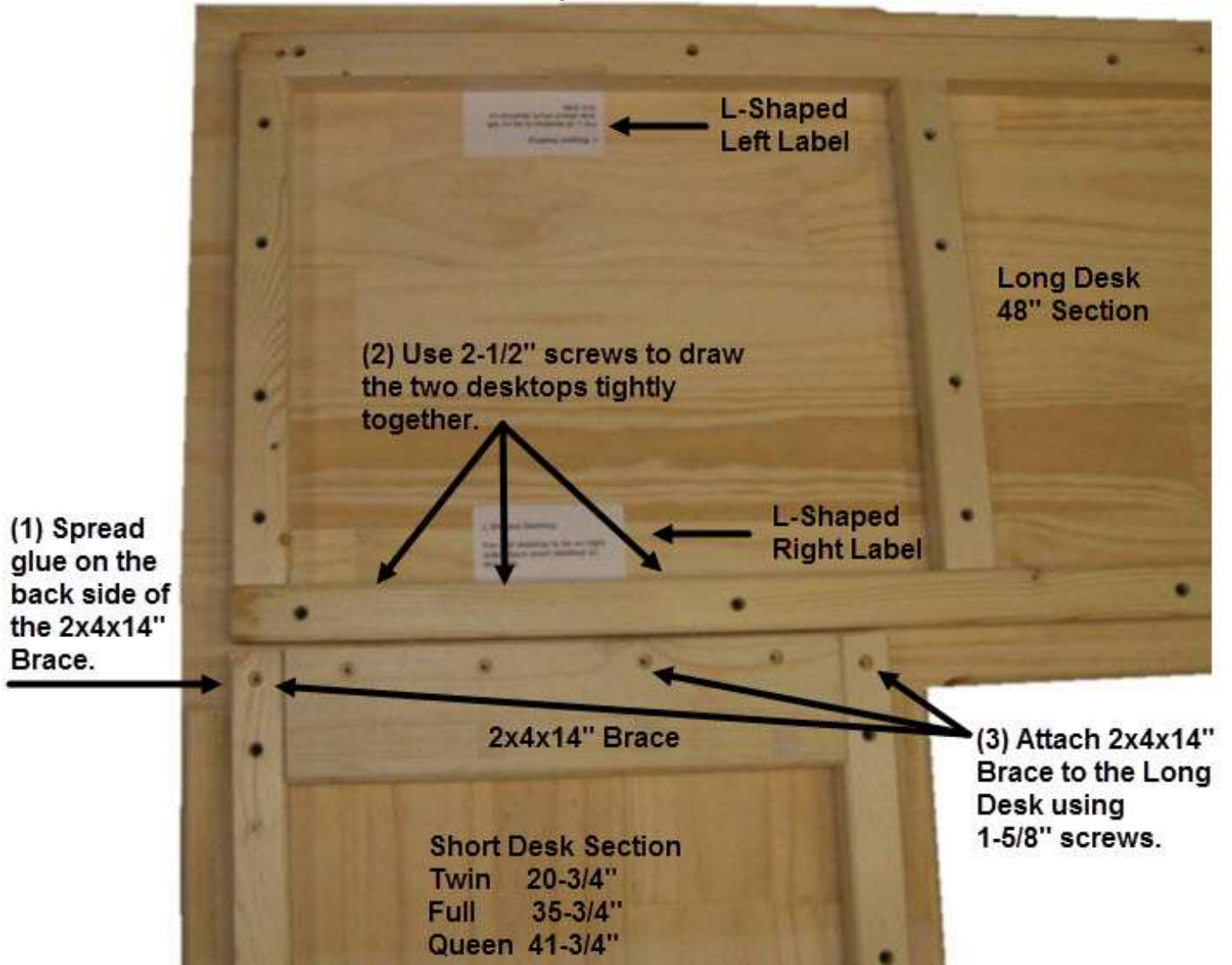
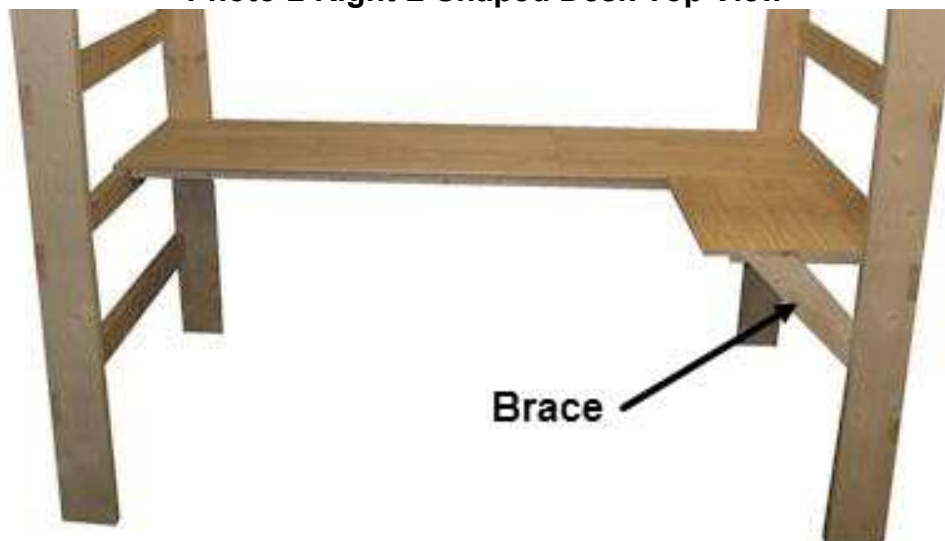


Photo-2 Right L-Shaped Desk Top View



Hint: You will need 2 people to continue assembling the desk. The desk will be heavy and extra help will be needed to place it on the rungs. Lift the desk very carefully and do not put any pressure on the joints in the desk.

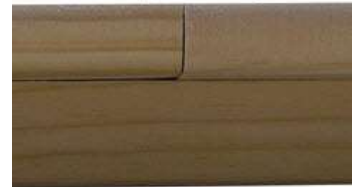
The L-Shaped & U-Shaped Desks are a combination of the Long Desk and Short Desk attached together. The L-Shaped Short Desk may be installed either on the left or right side. Photo-2 shows a Right L-Shaped Desk.

The Long Desk comes in two pieces, the one piece is 48" long and the other piece is shorter depending on the length of your bed. On the back of the 48" section will be a label showing where to attach the Short Desk piece to make either a Left or Right L-Shaped Desk. The 48" piece will have a flat edge where the Short Desk will attach to. For the U-Shaped Desk there will be a flat edge at each end on the long desk where the short sections will be attached to. The center portion of the long desk will have a rounded edge and the back will have a flat edge.

Assemble the long desk as normal using instructions included with loft assembly instructions. Place the long desk on the loft between the second rungs (from the bottom). If it is a tight or loose fit you can move the legs in or out to place the rungs tight against the desk support piece.

Step (1) On the Short Desk Section spread glue over the attaching surface area 2x4x14" Brace (Photo-1) and the short ends of the 2x2's. Basically spread glue anywhere underneath where the two wood pieces will be attached. Slightly lift the long desk flat edge and place the Short Desk Section underneath the Long Desk and line up the back and top to make them even. During this step slide the short desk left to right slightly once it has been placed on the long desk to help evenly spread the glue.

Make sure the tops of
both pieces line up



Step (2) Line up the two pieces making sure the tops of each piece are flush with each other and there is no gap between them. If you have a clamp you can use it to hold the pieces together. Once the desktop pieces have been lined up, use (3) 2-1/2" screws in the predrilled holes to draw the desktop pieces tightly together (Photo-1). Please note if while attaching the screws if the pieces slightly separate, you need to slowly back-out the screw from the attached piece and then re-screw it back in. This will draw the two pieces tightly together.

Step (3) Use (6) 1-5/8" screws in the Brace and Rails support to further attach the Short Desk to the Long Desk. Be sure not to drive screws in too deep as they will protrude through the top of the desk. If a screw does go through the top just back it out until it is below the surface and use a small piece of sand paper to smooth the area.

Step (4) Attach the right or left Angle Brace to the L-Shaped end of the desktop (Photo-2). Make sure the desktop is level. Attach the Angle Brace to the desktop and to the leg with 2-1/2" screws.

If you are assembling a U-Shaped Desk you can now install the other side exactly the same.

Now attach the desk by following the Long Desk Assembly Step 3 instructions.

Let the desktop glue dry for at least 4 hours before adding any weight to the desk.