Basic Loft - Bunk - High-Rise Bed Assembly Instructions

This set of instructions are for the basic beds with no accessories or customizations.

Bunk Bed

High Rise Platform Bed

Notes & Tips

Please read through the entire set of instructions first to familiarize yourself before beginning assembly.

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. 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 will have their own assembly instructions and/or parts bag.

Set up takes roughly 2 hours for the basic loft bed, and 15 - 30 minutes for each optional accessory and about 1 hour for the long or L-Shaped or U-Shaped 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 diagram 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.

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.

Items Included in this Shipment

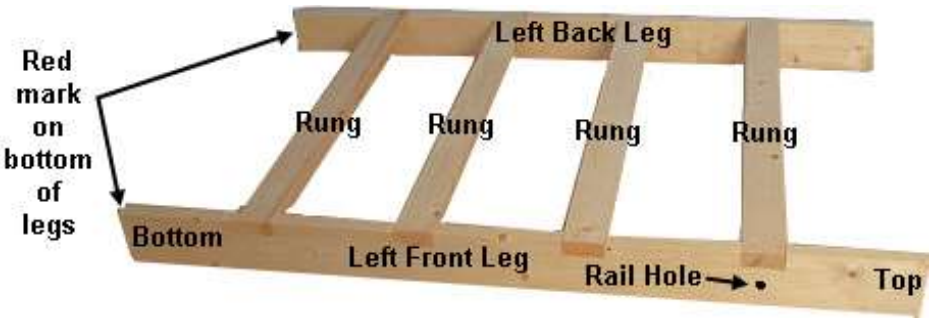
Legs (4) 2x6 with notches.
Ladder Rungs 2x4: Twin 44”; Full 59”; Queen 65; Rungs have 2 pilot holes at each end.
Front & Back Rail 2x6 w/2x2 Ledge: Twin Regular & Full 75”; Twin XL and Queen 80”
Mattress Foundation Bed Slats (15) 2x3; Twin 38”; Full 53”; Queen 59” Slats have 1 pilot hole at each end.

Parts Bag of Bolts & Screws Includes

(4) Carriage Bolts 3/8” x 5" and washers, lock washers, nuts 2½” Screws 1-5/8” Screws (1) Glue

Lumber Sizing: 2x2's are actually 1½" x 1½", 2x3's are 1½" x 2½", 2x4's are 1½" x 3½", 2x6's are 1½" x 5½".
Screw Sizes: #6 1-58" #7 2-1/2"

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 ordered the **Double Bookshelf Headboard**, (2) legs will be taller to hold the shelves. Make sure you assemble the same height legs at each end. The taller legs are the headboard legs and the shorter legs are the footboard legs.

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 left ladder. Select two legs for the left side. Using the above diagram as a guide, lay the left front leg and left back leg 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 end.

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 outside of the legs. If it is a tight fit, it can be sanded or use a rubber mallet or hammer to gently 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.

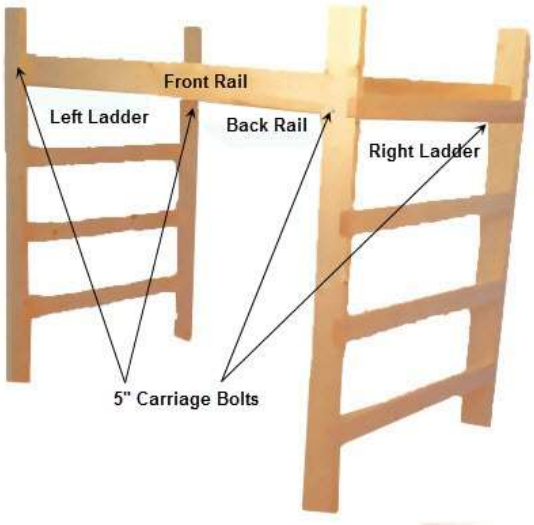
Please Note: The gluing step is required to be able to make a sturdy bed.

Make sure the rungs are square (90º 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. 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 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 right ladder the same way.

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

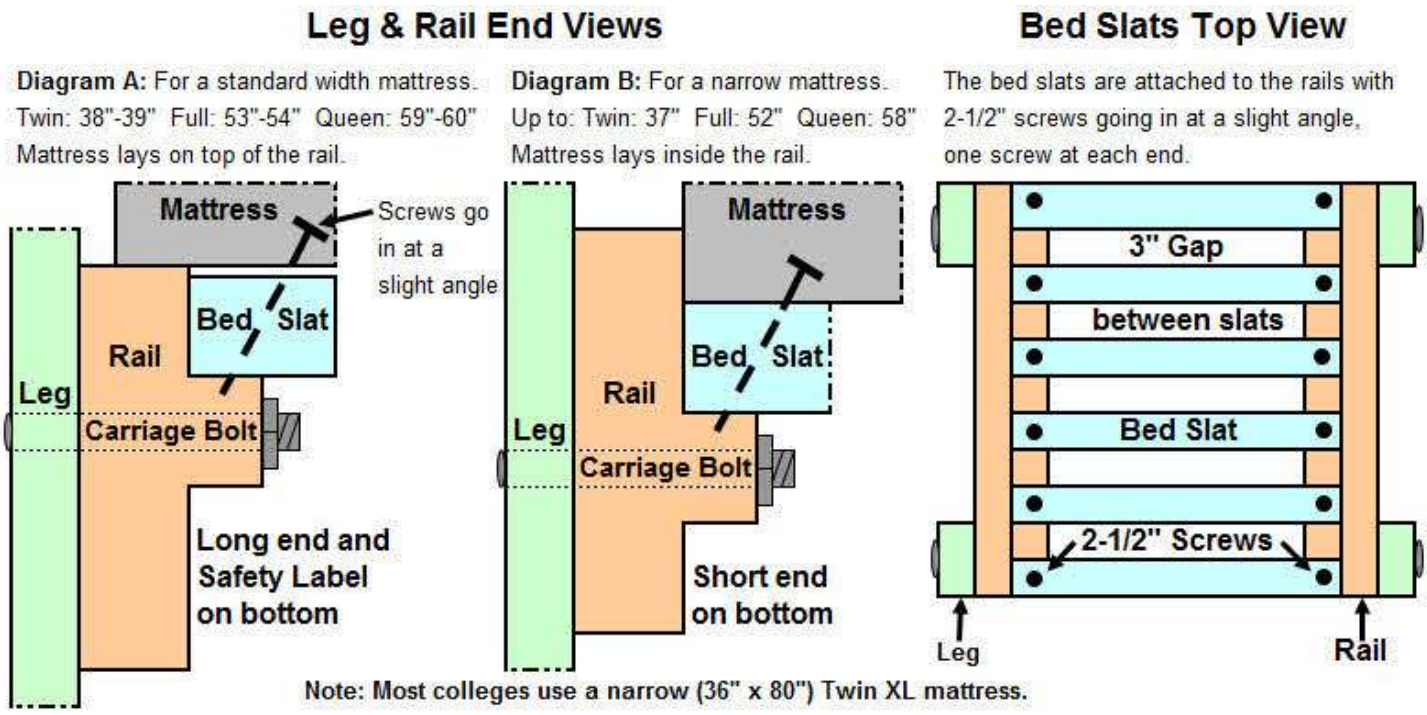


Please Note: The back rail in the video shows our old plywood design. Our new design uses a solid 2x6 for the front and back rails.

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



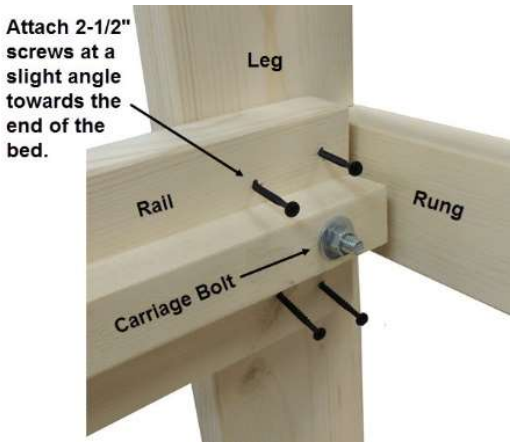
Bed Slats: Twin 38”, Full 53”, Queen 59”. Bed slats have 1 pilot hole at each end.

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.

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 2½” 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.

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 2½" screws at each end surrounding the carriage bolt.

You may now fasten the headboard end bed slat to the front and back rail using 2½” 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

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 loft as unfinished softwood will cause micro 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 micro surface cracks.

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 ½". If it does rock, try the following. Did you use a cordless drill/screwdriver? Make sure your drive the screws nice and tight, but do not strip the wood. With the 1½" 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.

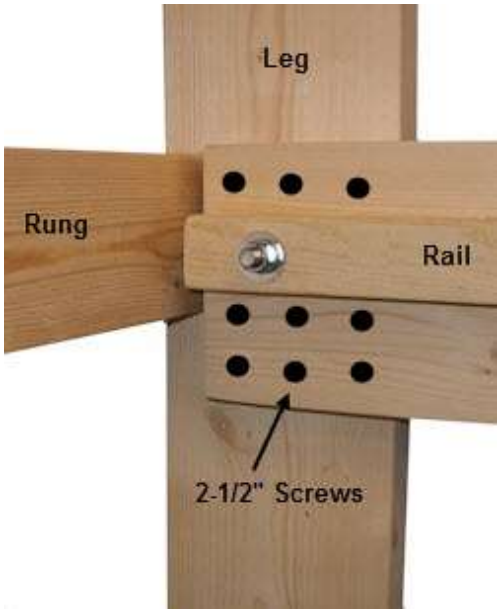
If the bed rocks more than ½", what direction does it move? When standing at the front rail (the long side) does it move left to right or front to back? If it moves front to back then the rungs are moving inside the notched legs. Did you coat the inside of the notches with the wood glue we provided? **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 2½" screws surrounding the carriage bolt are very important to make the bed sturdy.

The carriage bolt provides the weight capacity and the 2½" screws surrounding the bolt gives it the most sturdiness and corner stability. Make sure the 2½" screws are installed at each end of all bed rails.



Warranty: College Bed Lofts warrantees 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.

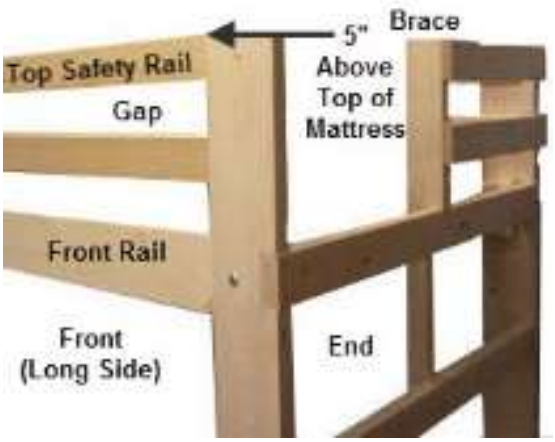
Safety Guidelines: This bed was designed utilizing the Consumer Products Safety Commission (CPSC) guidelines for bunk beds. To help prevent serious or fatal injuries from entrapment or falls; Never allow a child under 6 years on the upper bunk; Only use a mattress that is: Twin 39”x75”; Twin XL 39”x80”;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

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 Bed the instructions are available below.

Brace

Our Safety Rails follow the Consumer Products Safety Commission Guidelines which are 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 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 to 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 2½" 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.