

Beds with Open Ends Assembly Instructions



Notes & Tips

This set of instructions are for Loft & Bunk Beds that have L-Shaped Legs and No Rungs.

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

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.

The parts bag has enough screws for all accessories. **It is okay if you end up with extra screws since we include extra in the packaging.**

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

Parts List

Legs: (4)

Headers: (4)

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.

Vertical Front Ladder

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>

Building the Legs with the Front & Back Rail

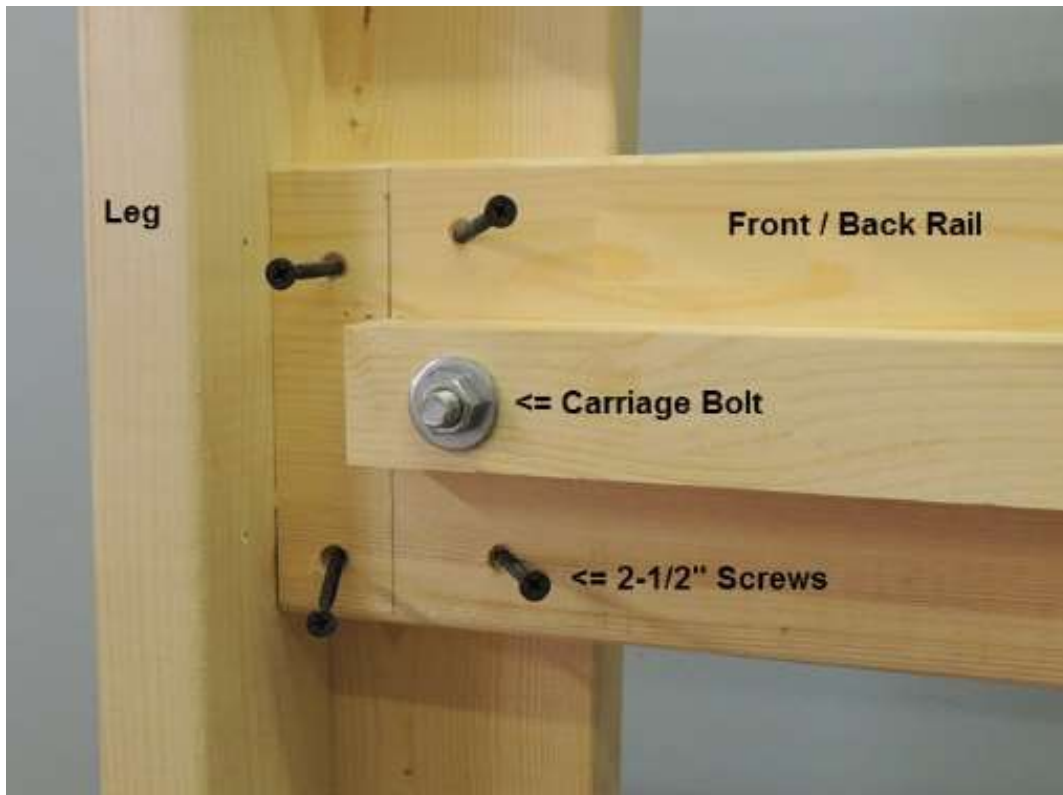
Please Note. The bottom of each leg will have a **Red Mark**, make sure you place all the legs facing the same direction and you identify the top and bottom of the legs. The bottom carriage bolt hole is at 8" from the floor (unless you asked for a different bottom height).

The front rail has pilot holes drilled into the back side which allows you to install the Vertical or Angled Ladder either on the left or right end. Make sure this rail is located on the front of the bed.

Get two legs and insert the 5" carriage bolts through the holes from the outside. Lay the legs on the floor with the with the carriage bolt end facing up. Place the **front rail** between the legs through the holes for the carriage bolts. Place a washer, lock washer and nut on each of the bolts and loosely hand tighten the nuts.

Now assemble the back legs and rail using the same instructions

Bring the legs into an upright position and make sure the legs are vertical. Now attach (4) 2-1/2" screws that surround the carriage bolts as shown in the diagram below. The screws are installed at a slight angle.



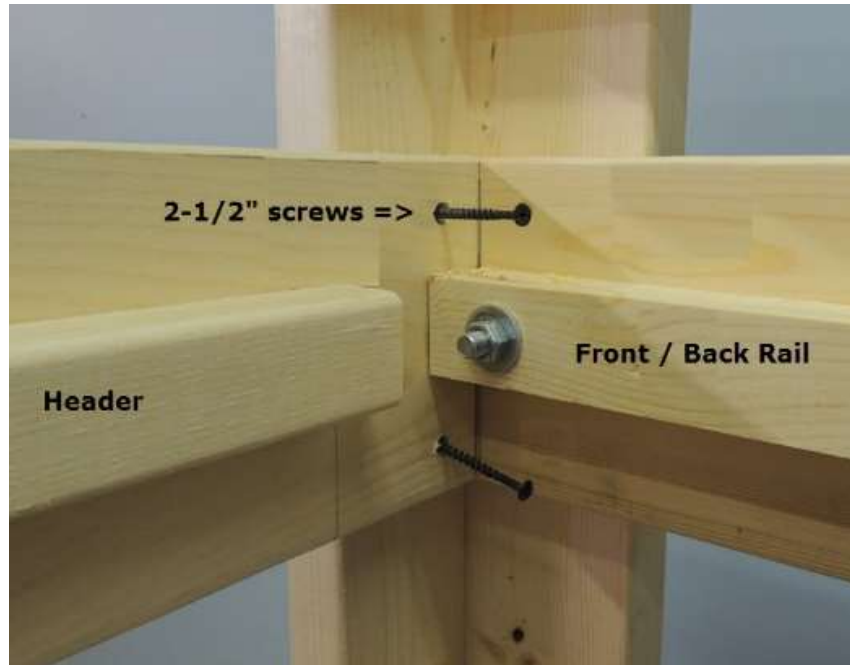
Please Note the (4) 2-1/2" Screws surrounding the carriage bolt are very important.

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.

Install the header with (2) 2-1/2" screws at each end, see diagram below.

If your bed has L-Shaped Legs you will install the header to the legs from the inside.



If your bed doesn't have L-Shaped Legs install the header to the ends of the 2x6 rails from the outside of the bed.



Vertical Front Ladder



Follow these instructions if you ordered the Vertical Front Ladder

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.

◀ 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 ladder.

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

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

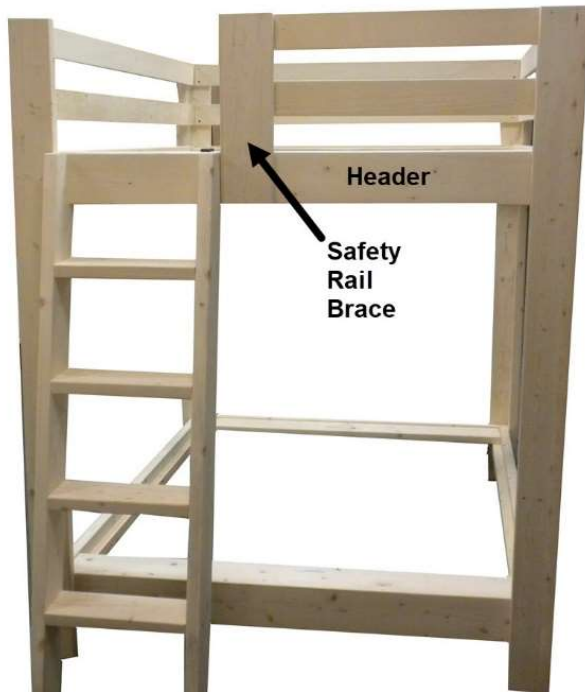
Do not use the loft or put any pressure on the ladder rungs while the glue is drying.

Follow these instructions if you ordered an Angled Ladder.



Angled Front Ladder

The front rail has pilot holes drilled into the back side which allows you to install the Angled Front Ladder either on the left or right side. Attach the 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 2-1/2" screws from the back side.



Angled End Ladder

One of the headers which will be labeled will have pilot holes drilled into the back side which allows you to install the Angled End Ladder either on the left or right side. Attach the Ladder to the header with (3) 2-1/2" screws from the back of the header into the 2x4 across the top of the ladder. Attach the Safety Rail Brace to the header with 2-1/2" screws.

If you ordered the ladder hooks for the angled end ladder you will not attach the ladder to the bed instead one of the 2x6 bed slats will have 2 notches trimmed along the edge of the slats. Place this slat at the end the ladder will be used on. The notches will allow the hooks to fit over the header. Be sure to attach the safety rail brace before attaching the 2x6 bed slat.

Install the Bed Slats



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.

Starting at the headboard end, fasten all the bed slats to the front and back rails using 2½" screws spacing the slats 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.

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.

See photo on page 1 for an example of the safety rails.

Youth 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 all four sides. The safety rails are mounted to the inside of the legs using 1-5/8" Screws. 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 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".

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.

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.

