

Open Ends Bed Assembly Instructions

04/24/25

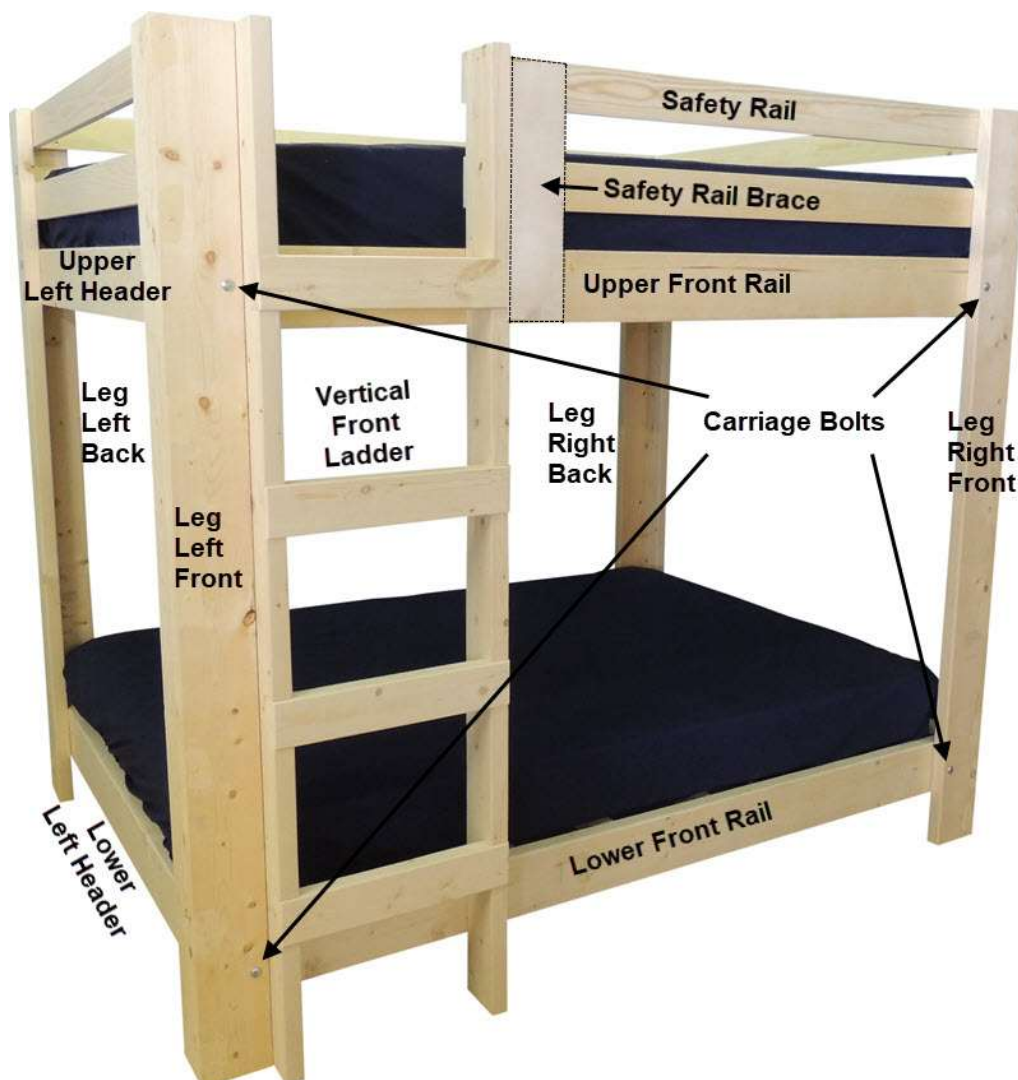
The **Open Ends Bed** has **L-Shaped Legs**. For terminology purposes, the **Front** of the bed is the Long Side, the **Back** of the bed is the Long Side opposite the Front. If you ordered a **Headboard** or **Footboard**, the Legs are made taller and are labeled **Leg Headboard Front/Back** and **Leg Footboard Front/Back**. If you didn't order a Headboard or Footboard then the Legs are labeled **Leg Left Front/Back** and **Leg Right Front/Back** as you are looking at the Front of the bed.

When assembling the bed it is very important that you place the Legs in the correct positions. Make sure you position both head legs at the same end and both foot legs at the opposite end. Make sure you have the legs correct as to Front & Back and Top & Bottom orientation. The bottom of the legs will have a **Red Mark**. You can identify the top and bottom of the legs by measuring the height of the carriage bolt holes. For Bunk Beds the bottom carriage bolt hole is roughly 8" from the floor (unless you asked for a different bottom height).

If you ordered a **Trundle Bed** the Bunk Bed Legs will be notched below the Lower Rail to give you enough space to slide the Trundle between the inside of the legs. If the Bunk Bed does not have a headboard then **just the Front Legs** are notched, if the Bunk Bed has a Headboard then **all four legs are notched**.

We recommend you first lay out the legs and rails on the floor in the proper orientation without screws to ensure you have everything correctly placed. If we sent you a picture of the bed while we were building it please use that picture as a reference for assembly.

Shown below is a bunk bed without a Headboard or Footboard and with the Vertical Front Ladder. The Vertical Front Ladder may be installed either on the left or right end.



The top left picture shows a loft bed with a Headboard. The Headboard Legs are made taller to support the headboard. The top right picture shows an Angled Front Ladder which may be installed at either end.



Shown below is a bunk bed with a Trundle Bed. The Legs of the Bunk Bed are notched below the Lower Rail to give you enough space to slide the Trundle between the inside of the legs. If the Bunk Bed does not have a headboard then **just the Front Legs** are notched, if the Bunk Bed has a Headboard then **all four legs are notched**.



Alice in Wonderland Loft Bed



The **Alice in Wonderland Loft Bed** has a custom Solid Headboard that covers the entire upper area. You may assemble the head and foot ends at either end.

The top left picture shows the view from the footboard end. The opening may be assembled either on the left or right.

The top right picture shows Solid Headboard which comes in 2 pieces and is attached to the inside of the L-Shaped Legs. The headboard legs are taller than the footboard legs. Make sure you position both head legs at the same end and both foot legs at the opposite end and you identify the top and bottom of the legs by measuring the height of the carriage bolt holes.

The lower left picture shows the bed with the Steps & Open Shelves which have their own separate assembly instructions and hardware.

Notes & Tips

This set of instructions is for Loft, Bunk and High-Rise Beds that have L-Shaped Legs and no built-in rungs at the end of the bed.

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 77"; Twin XL and Queen 82".

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

Vertical Front Ladder 2-Notched Leg Posts & 4-6 2x4 Rungs (depending on the height)

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.**

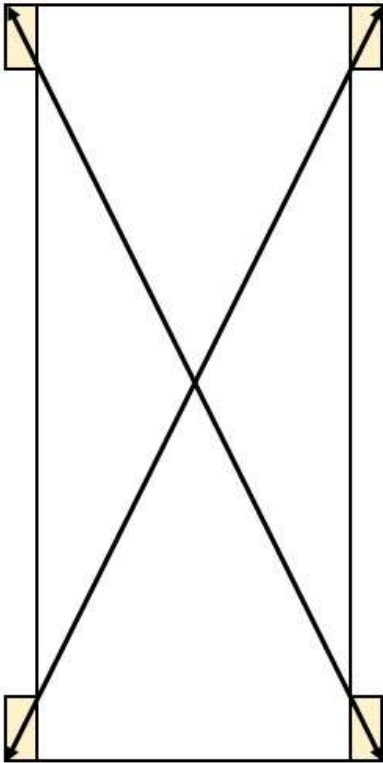
Sometimes when attaching two boards together, the bottom board will be pushed away from the top board and will not have a tight fit. When this happens slowly drive the screw half-way into the bottom board, then unscrew it so it is just slightly comes out of the bottom board, squeeze the boards together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

Finishing the Bed

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

How to make sure your bed is Square

Top View Of Bed



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

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

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

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



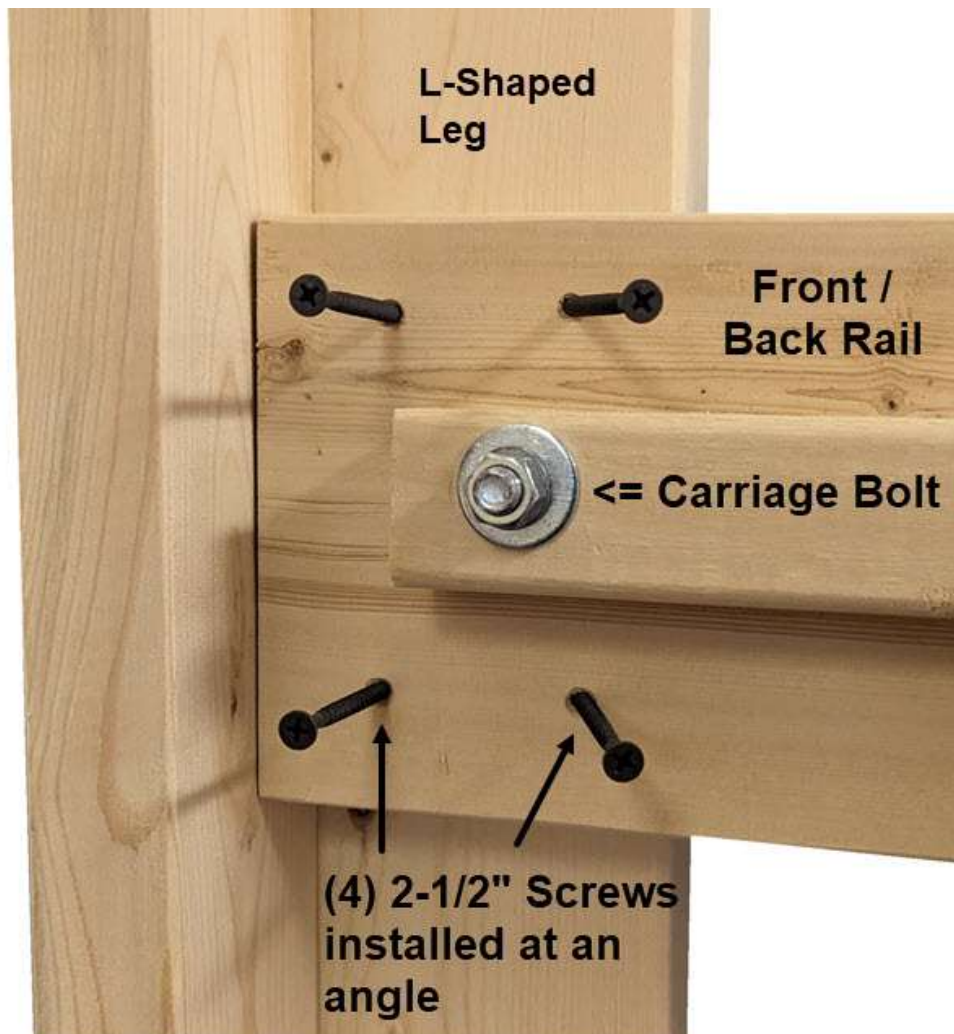
Building the Legs with the Front & Back Rails

The front of the bed is the Long Side and the back of the bed is the Long Side opposite the front. The bed's legs will be labeled with head/foot, left/right and front/back. Make sure you position the head legs at the same end and the foot legs at the opposite end and you identify the top and bottom of the legs by measuring the height of the carriage bolt holes. The bottom carriage bolt hole is roughly 8" from the floor (unless you asked for a different bottom height).

Get two legs and insert the 5" carriage bolts through the holes from the outside. Lay the legs on the floor 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/split 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

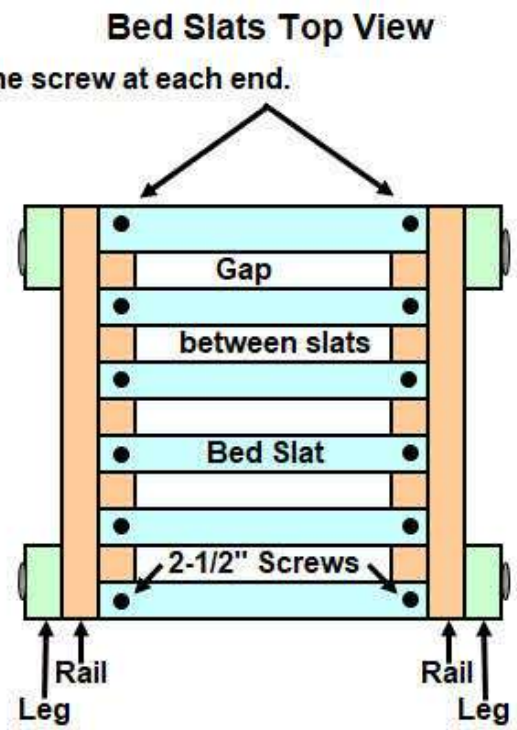
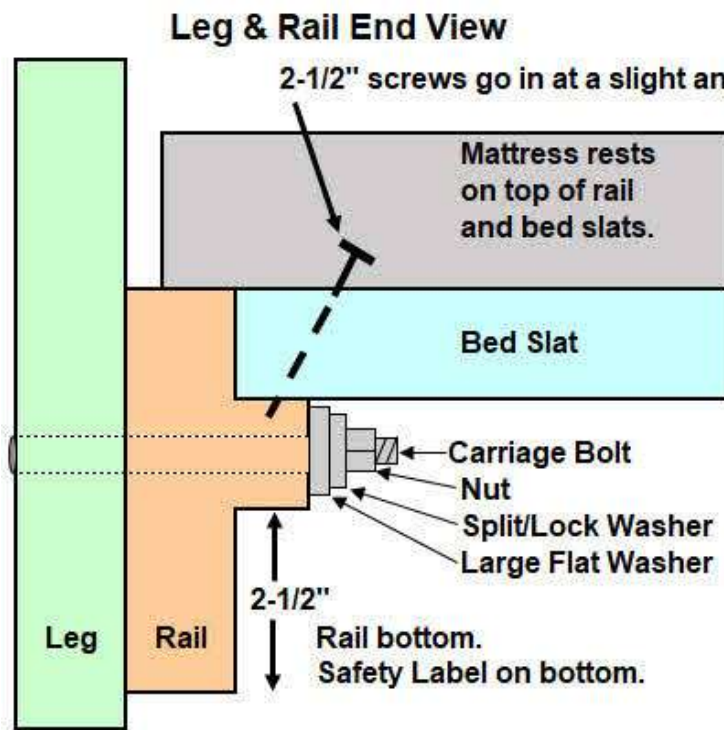
Bring the legs into an upright position and make sure the legs are vertical. Now attach 2-1/2" screws as shown in the diagram below. The screws are installed at a slight angle.



Please Note the 2-1/2" Screws are very important

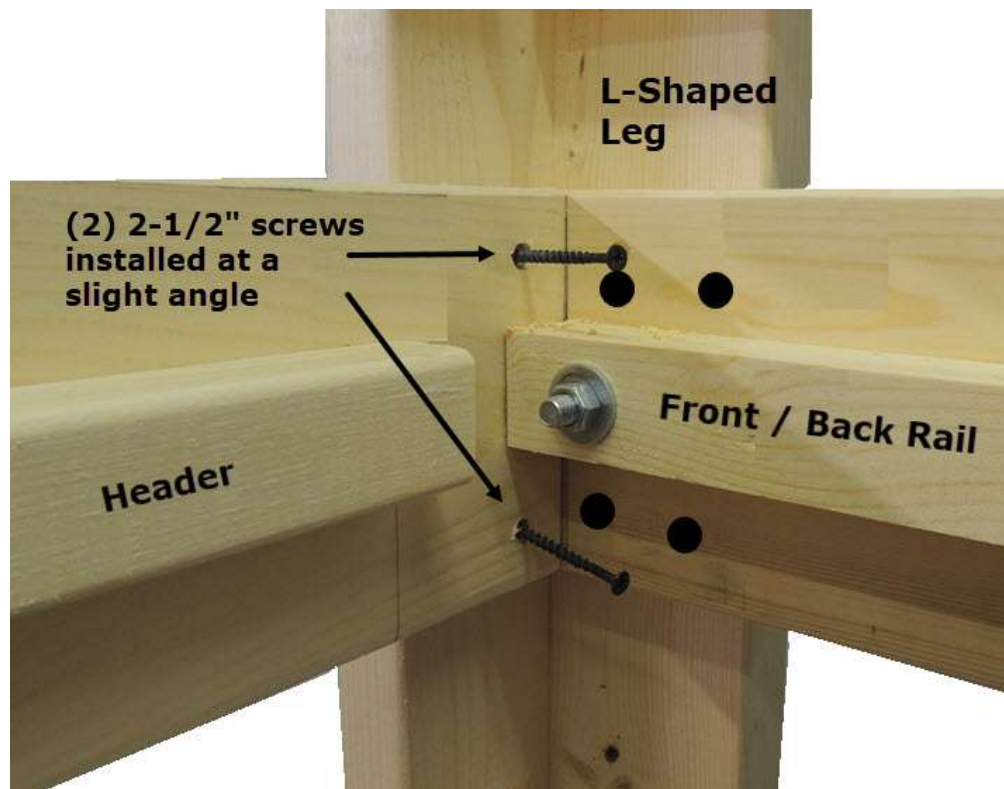
The carriage bolts provide the weight capacity and the 2-1/2" screws provides the sturdiness and corner stability. **Make sure the (4) screws are installed at each end of all rails.**

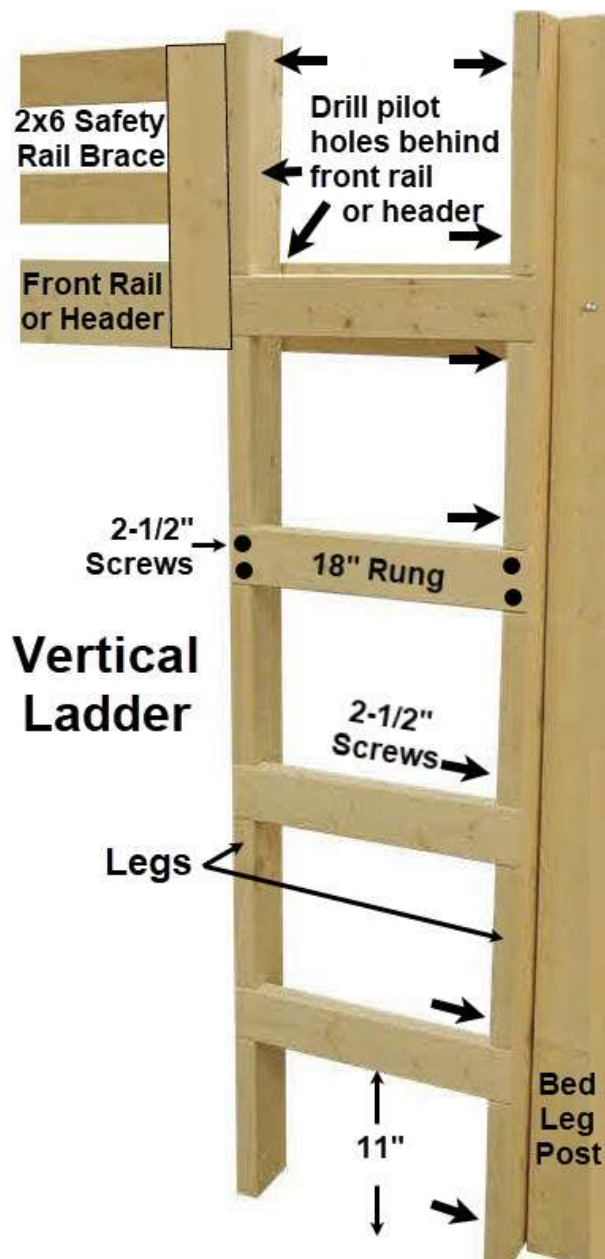
You may now completely tighten the carriage bolts. When tightening the carriage bolts the square base will be drawn into the wood and the rounded end should be recessed about 1/16" into the wood.



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

Install the header to the legs from the inside.





Vertical Ladder (optional)



Assemble the Vertical Ladder separately first.

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

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

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

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

Make sure the rungs are square (90° degrees) to the legs and parallel to each other. Use 2 1/2" screws to fasten each rung to the legs. Drive the screws nice and tight. While driving the screws, **make sure there is no gap between the rung and the base of the notch.**

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

Attach the assembled ladder to the bed, it may be attached to either the left or right end and tight to the edge of the bed corner post leg. The picture here shows the ladder on the right end. Use 2 1/2" screws in the pilot holes to fasten the ladder leg to the bed leg. From behind the front rail drill pilot holes above and below the 2x2 ledge to go into the other ladder leg. Use (2) 2 1/2" screws to fasten each leg to the front rail. For Bunk Beds fasten to the bottom rail also.

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

Vertical Front Ladder Parts List

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

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

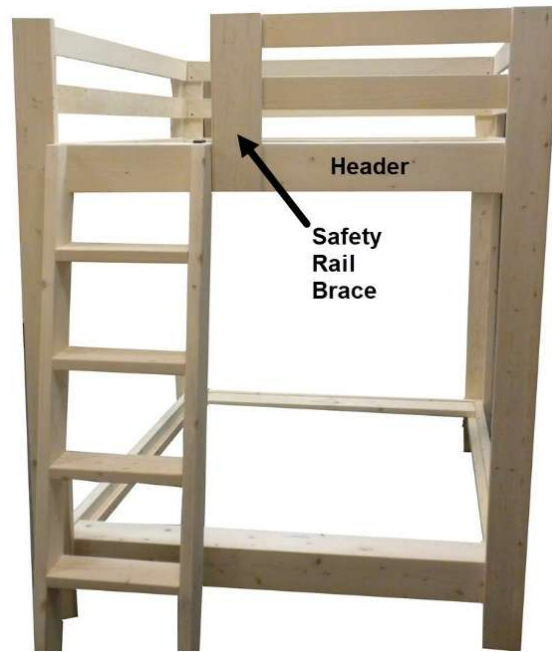
Do not use the loft or put any pressure on the ladder rungs while the glue is drying.

Angled Ladder (optional)

Angled Front Ladder



Angled End Ladder



We will provide you with a 1/8" drill bit for drilling the pilot holes. The ladder may be placed at either end. If you ordered the Angled Ladder Hooks you will not attach the Ladder to the bed, just attach the Safety Rail Brace.

Position the Angled Ladder in place against either the Front Rail (if you ordered the Angled Front Ladder) or the Header (if you ordered the Angled End Ladder). Drill (4) pilot holes from behind the Front Rail or Header spacing them 3" – 4" apart to line up to the top of the Angled Ladder. Attach the Ladder from behind the Front Rail or Header with 2-1/2" screws.

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

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

Install the Bed Slats



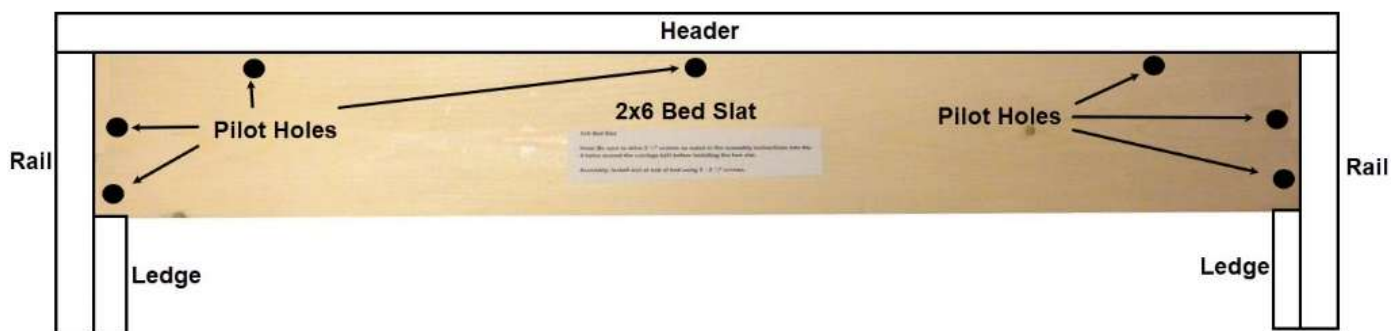
Please Note: If you also ordered the **Solid Platform Mattress Foundation** (1/8" MDF sheets) you need to first space the sheets out on the top of the bed slats to make sure a bed slat underneath is in-between where two sheets are joined together. Put a pencil mark on the rails where each sheet starts 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.

Custom 2x6 Bed Slats

Depending on the options you selected, you may receive (2) or (4) 5-1/2" wide bed slats that are installed at each end. Attach the bed slat to the header and front and back rail with 2-1/2" screws into the pilot holes.

Please Note: If you ordered the Angled End Ladder with Ladder Hooks, then at the end where the ladder is placed you need to leave a 1/4" gap between the 2x6 Bed Slat and the Header to allow the hooks to slide over the header.



Safety Rail Sets (Optional)



If you ordered the **Adult Safety Rails** 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 **Youth Safety Rails** they follow the Consumer Products Safety Commission Guidelines which says 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 as shown in the top picture.**

Installing the Safety Rails: Install the (short) End Safety Rails first then the (long side) Front/Back next. Install the safety rails to the inside of the L-Shaped Legs 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 5" above the top of the mattress at the pillow end.

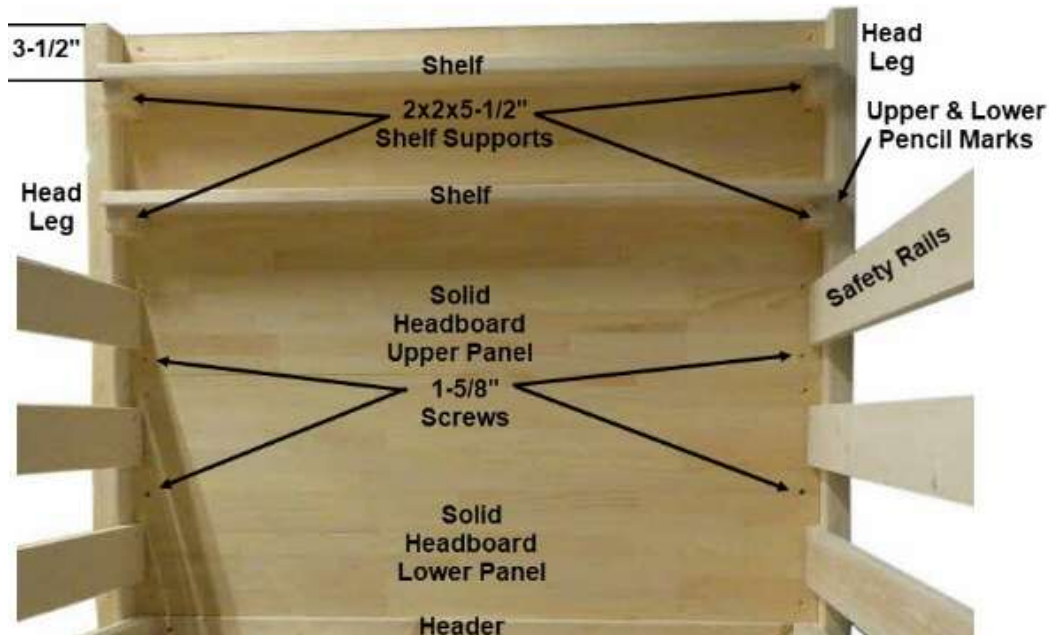


Solid Headboard & Shelves (optional)

Shown below is the Solid Headboard for the Alice in Wonderland Bed which goes all the way down to the Header. If you ordered a regular Bunk or Loft Bed the Solid Headboard ends at the top of the mattress.

Solid Headboard: Attach the Solid Headboard Panel to the inside of the legs on top of the Header with 1-5/8" screws into the pilot holes.

Shelves: Following the diagram below, attach the lower shelf (2) 2x2x5-1/2" Shelf Supports to the pencil marks with 2-1/2" screws. Attach the shelf to the Supports with 1-5/8" screws. Now attach the upper Shelf Supports 3-1/2" from the top and follow the same procedure.

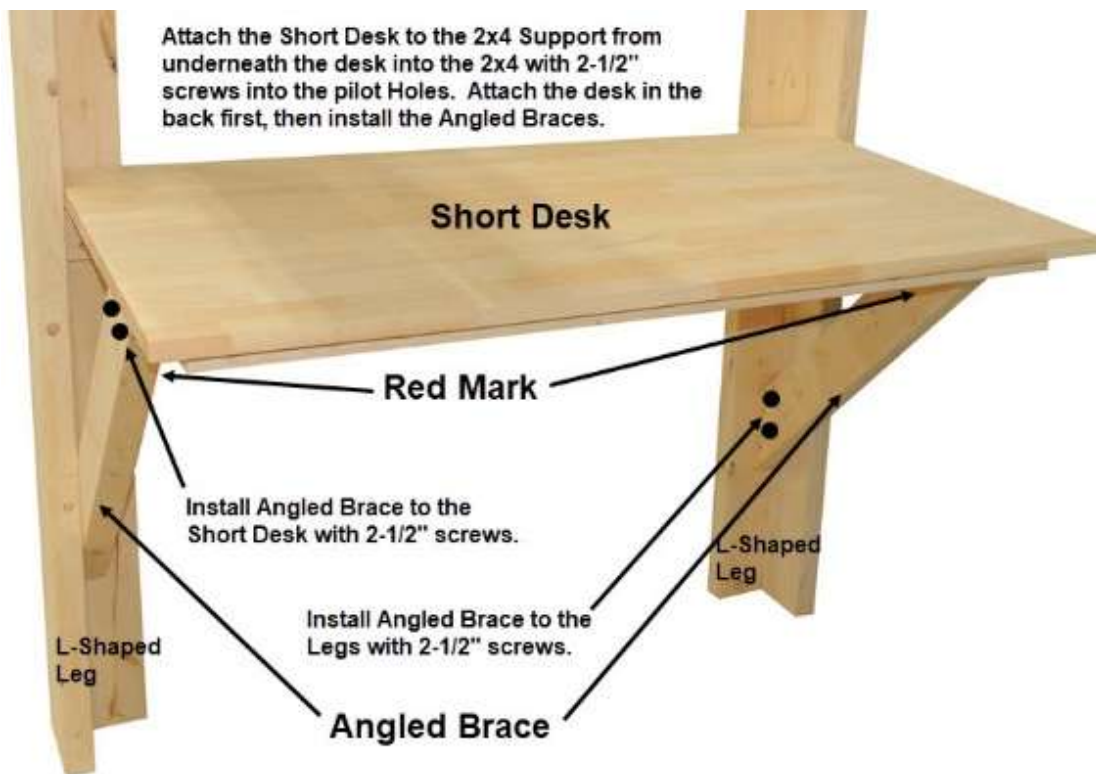
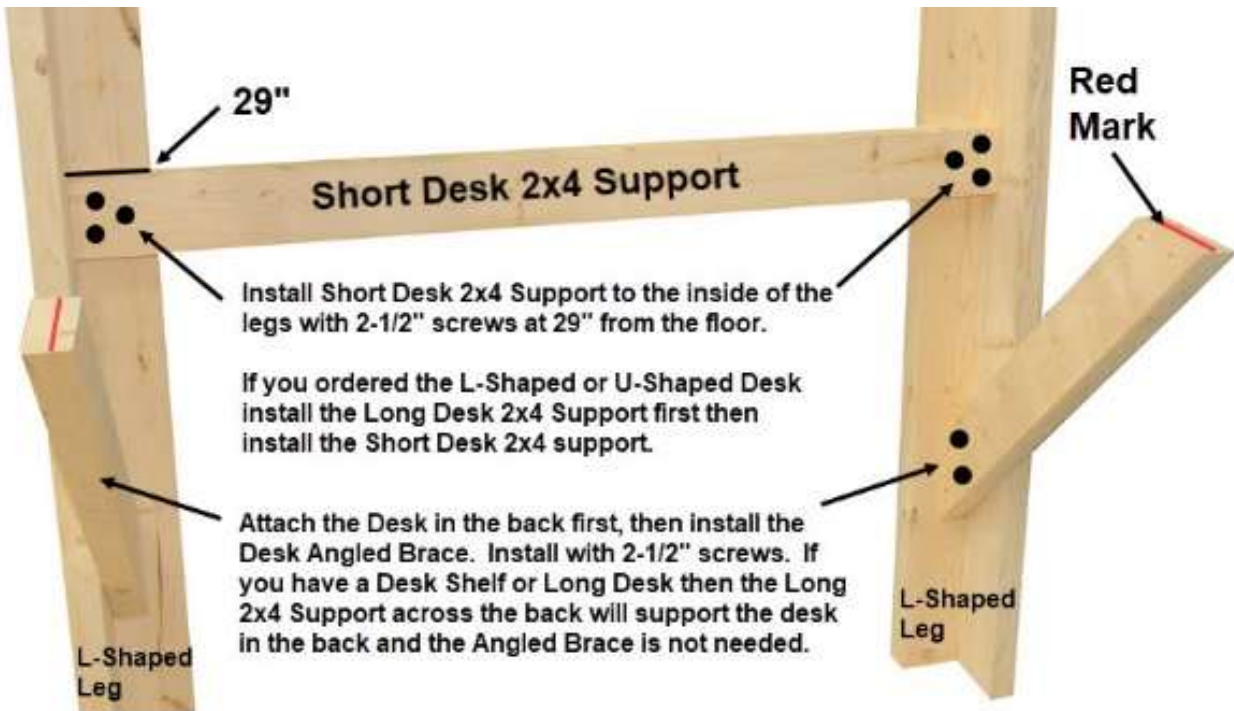


Attach 1-1/4" screws through the back of the Solid Headboard pilot holes into the back edge of the shelves.

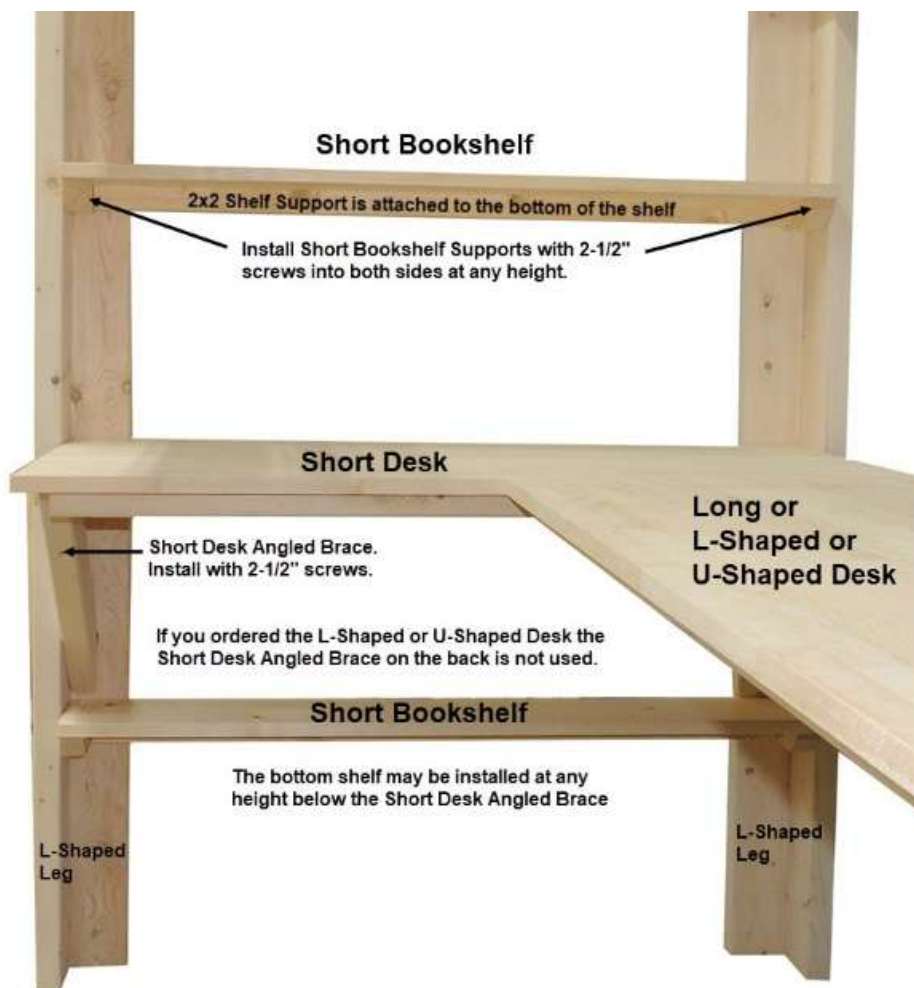
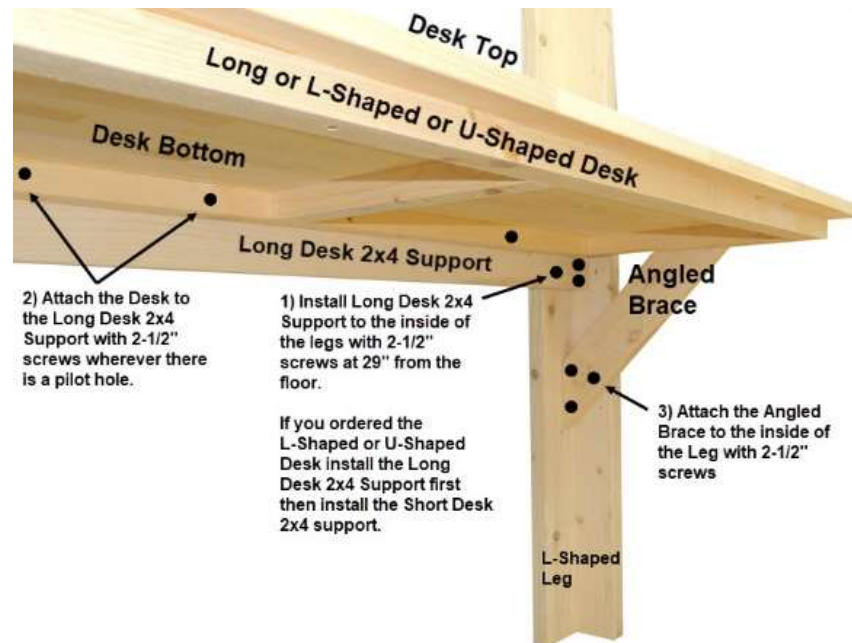
(Optional)

Desk and Shelves below the Mattress (optional)

If you ordered a desk (Short, Long, L-Shaped or U-Shaped) you will install it at 29" from the floor following the diagrams below. If you ordered Short or Long Shelves they can be attached anywhere above or below the desk. All of them require first installing a 2x4 either across the back or end to support the desk or shelves. If you have both a long and short 2x4's, install the long 2x4 first then the short 2x4.



Desk and Shelves below the Mattress (continued)



Long Shelf & Desk Shelf (optional)

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

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

Long Shelf Parts List

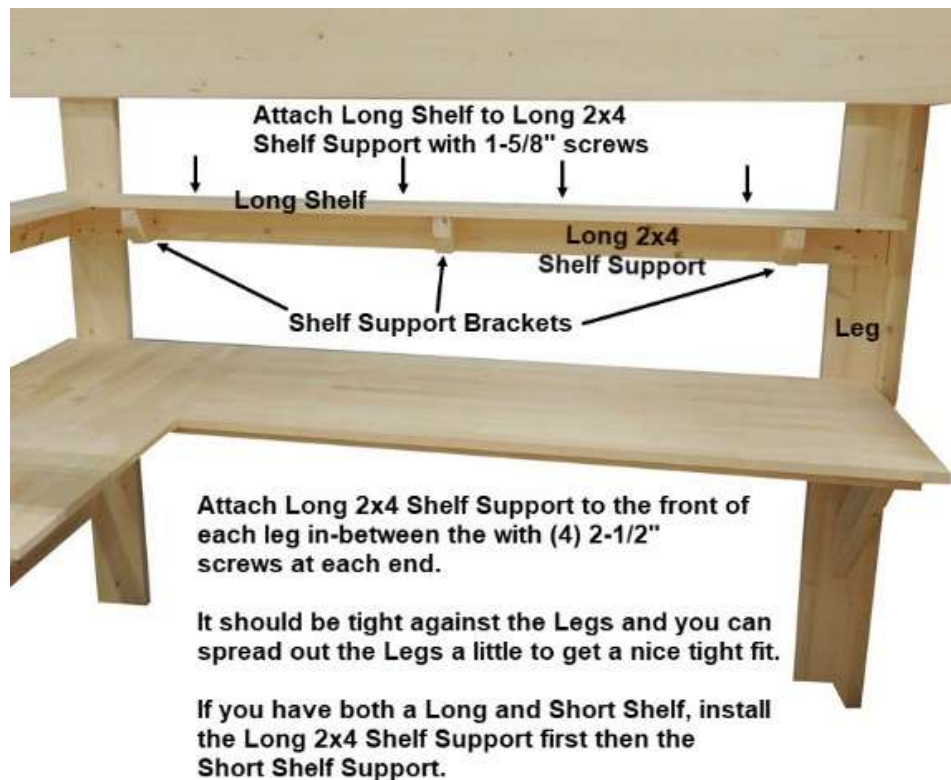
(1) Shelf (1) Long 2x4 Shelf Support 1-5/8" Screws 2-1/2" Screws

Desk Shelf Parts List

(1) Shelf (1) Long 2x4 Shelf Support 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 the left 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

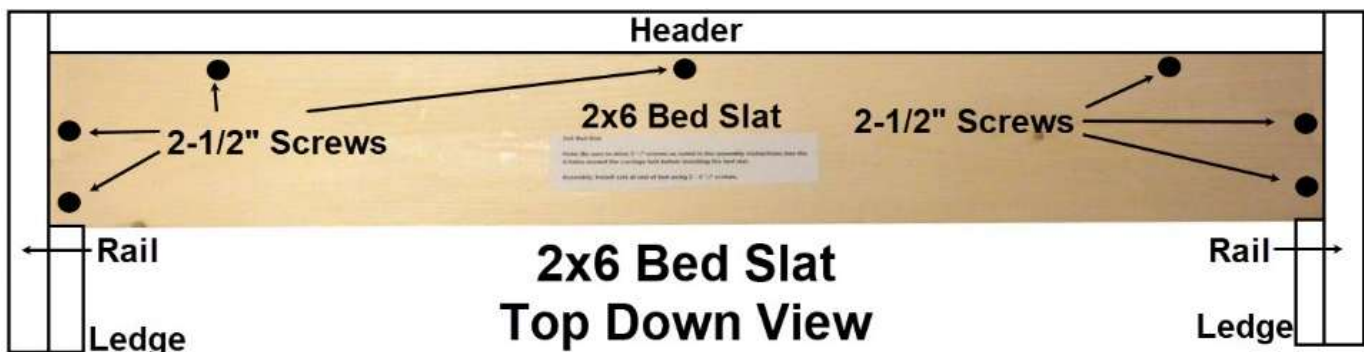
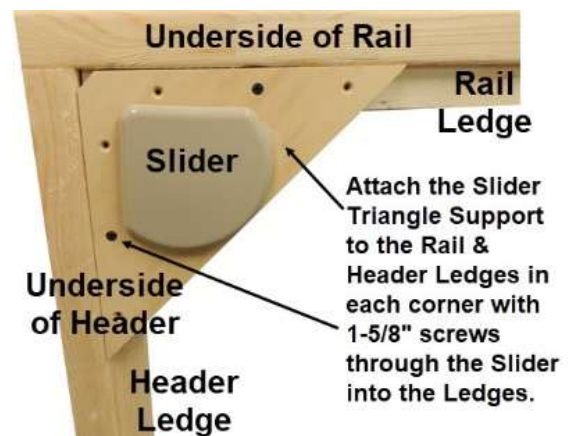
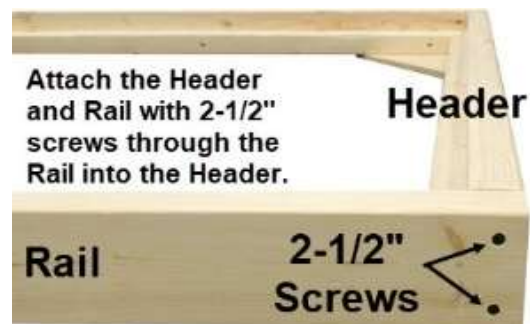
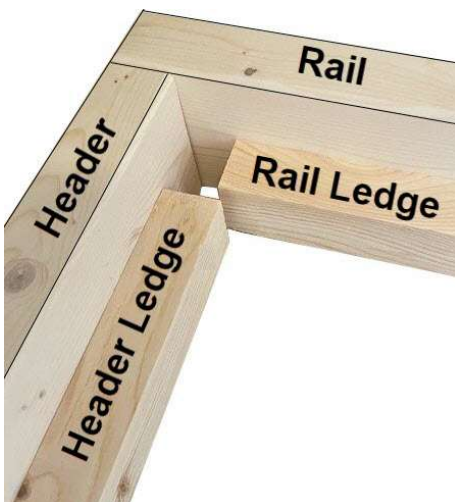
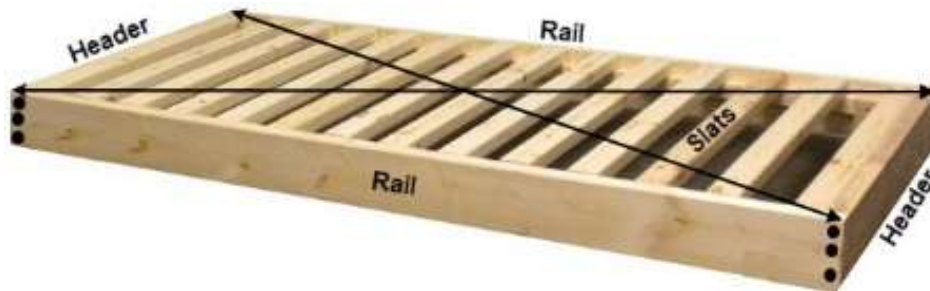


Shelf Support Bracket

Trundle Bed Assembly Instructions (optional)

Before attaching the pieces of your bed together you need to make sure the unit is square. The easiest way to do this is to measure the diagonal from the top of one end to the bottom of the other end. When the lengths are different you need to move the rails left or right to get both values to be the same. Double check for square after each step.

- The Headers fit inside the Rails. Attach the 2x4 Headers to the 2x4 Rails with 2-1/2" screws into the pilot holes.
- If you ordered the Decorative Front Panel install it now following the instructions on the next page.
- If you have (2) 2x6 slats they go at each end of the bed and attached with 2-1/2" screws.
- Attach the standard 2x3 slats to the rails with 2-1/2" screws spacing the slats 3" apart.
- Attach the Triangle Support Slider underneath the frame with 1-5/8" screws into the four corners.



Trundle Front Panel Assembly Instructions (optional)

If you ordered the optional Trundle Decorative Front Panel it is installed before attaching the Trundle's Bed Slats.

It is attached through the front of the panel with (3) Carriage Bolts into the Trundle Front Rail. Then from inside the Front Rail use 2-1/2" screws into the pilot holes into the Front Panel.

Included are (2) Brushed Steel Door Handles that need to be attached to the front of the panel. The handle is 6" long and has (4) screws. Install the handles about 12" – 24" on either side of the center carriage bolt at the same height as the carriage bolt.



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 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.

