

# Daybed Assembly Instructions

4/5/22

There are multiple configurations of Daybeds with optional accessories such as a Solid Platform, Drawers, Trundle, Trundle Panel or Desk. **First, please do a general review of the instructions for your accessories and then follow the specific detail pages for your items. You can ignore the pages for the accessories you didn't order.**

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

The legs of the bed are L-Shaped and all frame attachments are made from the inside. If you ordered a Trundle Bed, the Front Legs will be notched to allow the Trundle to slide under the Daybed between the legs.

The following pictures shows the major components and accessories. The bed slats are not shown as they are under the mattress and solid platform. For terminology, the **Front** of the bed is the Long Side as shown in the picture. The **Back** of the bed is the long side opposite the front and there is a **Right and Left End**.

Please note that each bed is customized to your specifications, so the height, width, number of slats and any accessories may be different from the pictures shown here. If your bed was highly customized or very unique we will send you a picture of your bed as we built it in our shop, use it as a guide during assembly.

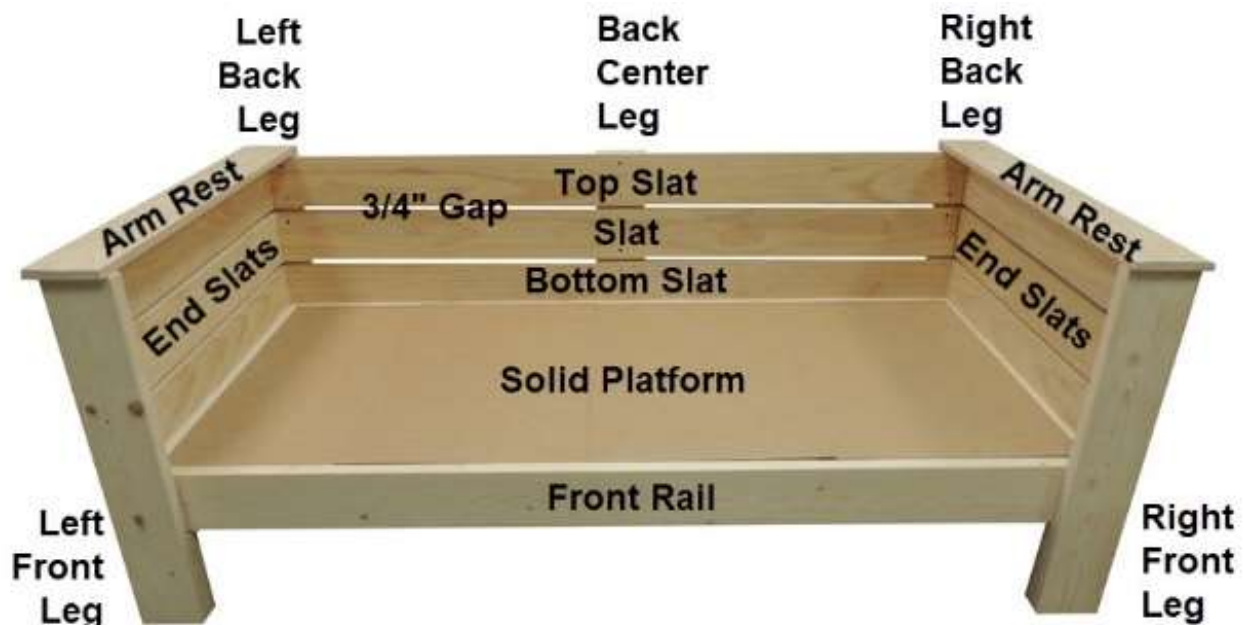
The Daybed has a Slatted Back and Slatted End boards which are 1x6 (actual size: 3/4" x 5-1/2") with a 3/4" gap between them. The length will vary based on the size of your bed. They are attached with 1-5/8" screws. They are attached from the Top Down. The Bottom Slat is labeled Bottom Slat and the width may be less than 5-1/2" depending on the height of your bed and thickness of your mattress.

There are also Bed Mattress Slats that include (2) 2x6's (actual size: 1-1/2" x 5-1/2") and (12) 2x3's (actual size: 1-1/2" x 2-1/2") boards. The length will vary based on the size of your bed. They are attached with 2-1/2" screws into the Front & Back Rail Ledge. Do not confuse the Slats above the mattress with the Bed Mattress Slats below the mattress.

If you ordered the Mattress Solid Platform they are attached to the top of the Bed Mattress Slats and you will have a separate set of instructions for them. There are also a separate set of instructions for the Floor Drawers and Trundle.

**We recommend you first assemble the main bed frame by using just a few screws. This will allow you to see how all the pieces fit together before final assembly. The Rail & Header pieces can rest on the Leg Ledges without screws to check for proper orientation and fit.**

## Daybed with 27" tall back



**Daybed with 33" tall back.**

The Armrest goes between the Top and Second Slat on the back.



**Daybed with 27" tall back**



**Daybed with Floor Storage Drawers and a Desk**



**View of the ends of the Daybed**



**Daybed with standard Trundle Bed**



**Daybed with a Trundle & Trundle Panel**



## Notes & Tips

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. For ladders that may be placed in multiple locations you will drill pilot holes with the 1/8" drill bit we provided you.

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.

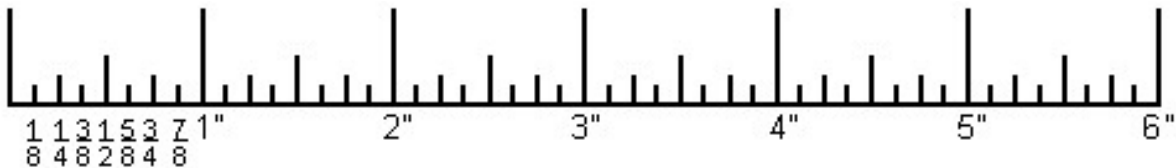
**Lumber Sizing:** 2x2's are roughly 1½" x 1½", 2x3's are 1½" x 2½", 2x4's are 1½" x 3½", 2x6's are 1½" x 5½" and after sanding the boards will be slightly smaller.

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 ¾" (Daybed Slats 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.

**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.**

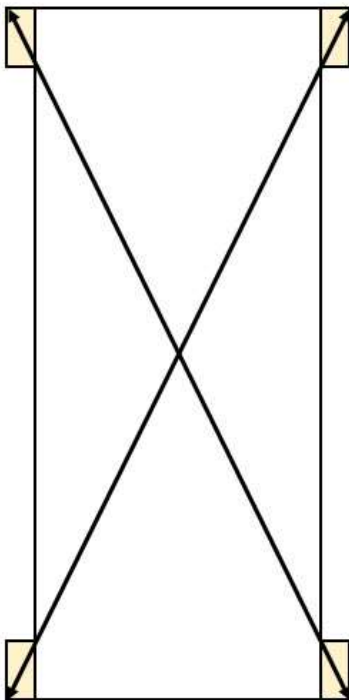
## Finishing the Bed

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



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.

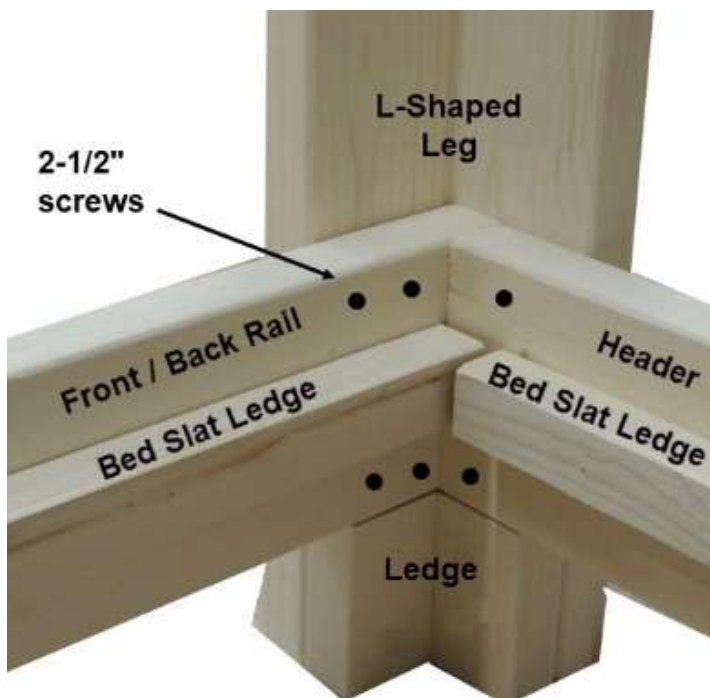
The diagrams show arrows as examples of what to measure. You can measure the Front, Back, Ends, Bed Slats and Ladder to make sure the bed frame is Square. You can also measure the Top from corner to corner to make sure the footprint is square.

## Mattress Foundation / Bed Slats



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

## Install the Rails and Headers to the Legs



If you ordered a Trundle Bed, first read instructions on the next page and then continue with the assembly instructions here.

The Rails and Headers are attached to the inside of the L-Shaped Legs with 2-1/2" screws. They rest on the inside Ledge.

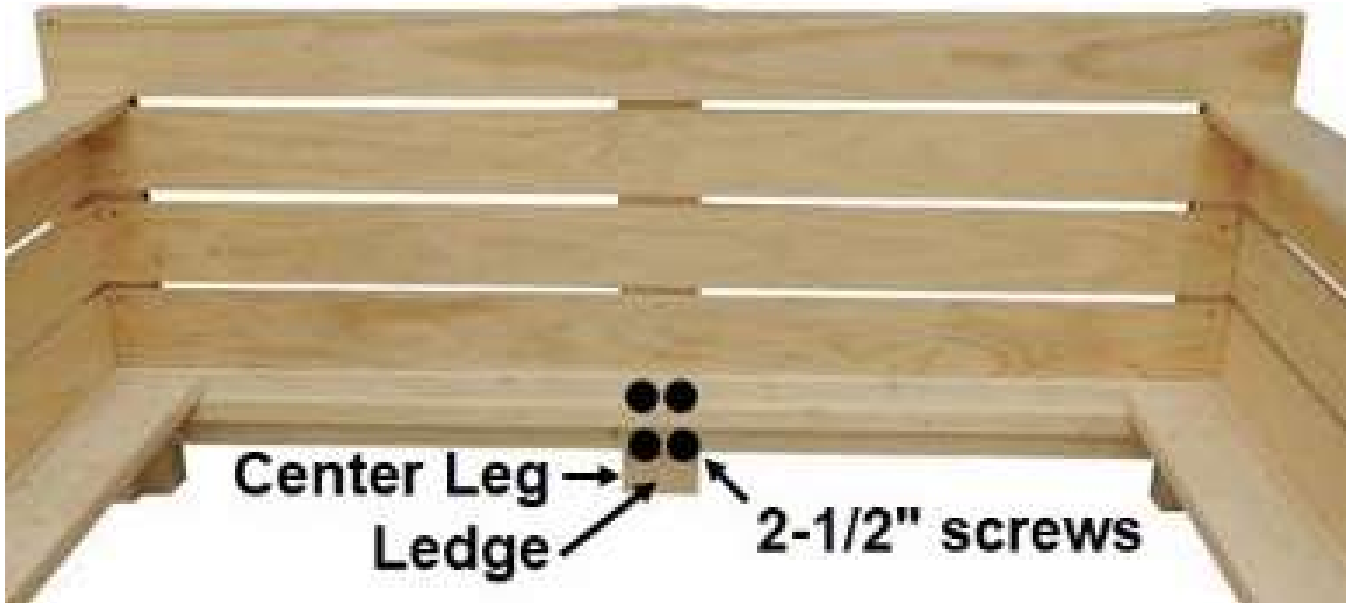
Place the legs on the floor in the proper orientation of Left / Right / Front / Back.

Attach the Front Rail to the Front Legs. The rails must be tight against the Legs. Attach the Back Rail to the Back Legs.

Attach the Headers to the Legs. The Header must be tight against the Rail.

The screws must be very tight and should be recessed about 1/8" into the wood.

## Back Center Leg

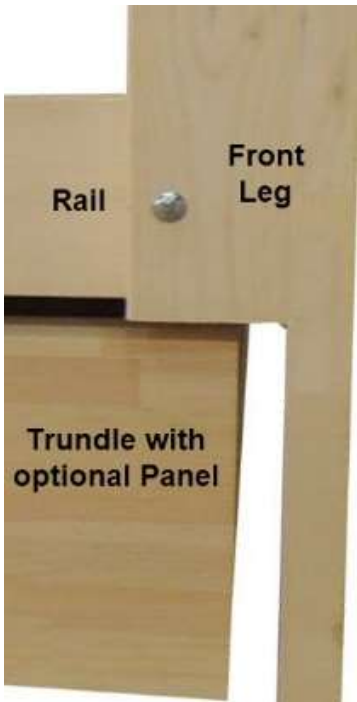


Above picture shows view looking from the front of the bed. Now install the Back Center Leg. There are pencil marks on the back of the rail to show the placement. The leg has a ledge that the back rail will rest on. Install with 2-1/2" screws through the back rail above and below the bed slat ledge into the leg. To make sure it is vertical measure the distance from each end from the top and bottom of the back of the bed and make sure they are the same length from each end.

Picture below shows the view from the back of the bed.



## Trundle Bed (optional)



If you ordered the optional Trundle Bed, the front legs will be notched based on the size of the Daybed and Trundle. Depending on your configuration we may provide you with carriage bolts to go through the legs and the front rail.

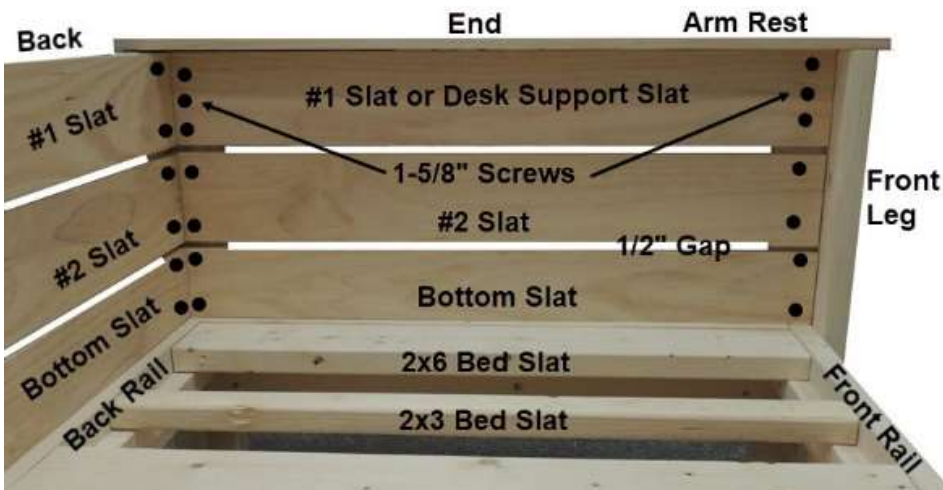
Insert the 5" carriage bolts through the holes in the legs from the outside. Place the **Front Rail** between the legs through the holes for the carriage bolts. Place a washer, lock/split washer and nut on each of the bolts and loosely hand tighten the nuts. Assemble the complete frame.

The carriage bolts provides the weight capacity and the 2-1/2" screws around the carriage bolts 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.

Go back to the previous page and continue following the Install the Rails and Headers to the Legs instructions.

## Install the Upper Daybed Slats



This shows the inside Right End of the Daybed. At this point you should have the Legs, Rails and Headers in an upright position.

Install the Daybed Slats at each end before installing the Back Slats. Start at the top and install the Top Slat with (2) 1-5/8" screws at each end. Then place the 3/4" spacer and install the #2 Slat. Install the Bottom Slat last. If you have a Desk install it now. Install the Armrest to the top of the legs at each end with 1-5/8" screws into the pilot holes.

## Install the Desk (optional)



This shows the outside of the end where the desk attaches. Please note if you ordered the optional Desk, you will get a Desk Slat with (3) pilot holes (see above picture) with an attached board on the outside to support the desk. The Desk rests on top of the Ledge. The desk may be attached at either end.



Install the desk. You will need (2) people for this step. The desk rests on the top of the ledge. Attach the Desk to the Desk Support with 2-1/2" screws through the underside of the 2x2 Desk Frame into the Desk Support. Hold the desk level and attach the angled Desk Brace with 2-1/2" screws. The Angled Brace 6" wide end goes against the desk, the 4" wide end goes on the inside of the Leg. Attach to the outside of the Desk and to the Inside of the Leg.



# 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.

Install the upper slats first then the lower slats. Attach the slats to the rails with 2-1/2" screws spacing the slats 3" apart. If you have Custom 2x6 Slats at each end they will be marked as such and those ends should be installed tight against the headers with the pilot holes on the long edge up against the Header.

Please Note: The width of two slats is 3", you can use this as a guide for giving you the 3" space between the slats.

Starting at the headboard end, fasten all the bed slats to the front and back rails using 2 1/2" 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.

## Custom 2x6 Bed Slats

Depending on the options you selected, you may receive (2) 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.



**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**

