

Multi-Width Bunk Bed Assembly Instructions 01/05/24

The Multi-Width Bunk Bed is a customized upper Loft Bed with a wider Low Platform Bed attached underneath to form a Bunk Bed. There are multiple configurations with optional accessories such as with or without a Headboard, Drawers, Trundle or Angled Ladder. **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.**

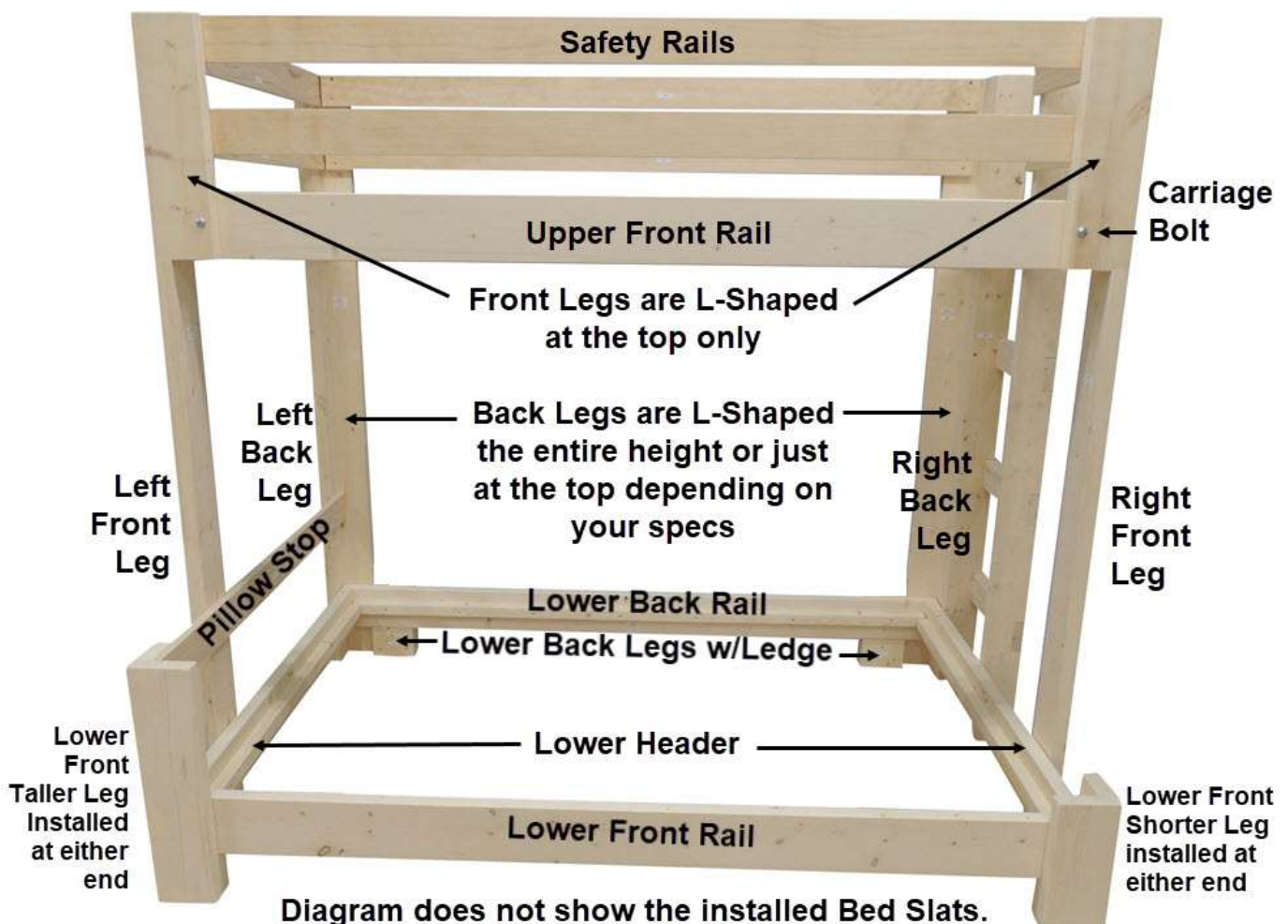
We will provide you with a 1/8" drill bit for drilling pilot holes as needed. Since the ladder and some accessories may be placed on either side of either end, you will be drilling the pilot holes where you want them placed.

The next few pictures shows the major components and how they are connected to each other. The bed slats are not shown. 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. **The (short) ends of the beds are labeled Head/Foot or Left/Right. The Head and Foot may be installed at either end. If you ordered a Headboard, those legs will be taller than the Foot Legs. Make sure you have the legs in the correct position as to the Front/Back/Head/Foot orientation.**

Please note that each bed is customized to your specifications, so the height, width, number of safety rails, position of the ladder 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.

We recommend you first assemble the bed by just hand tightening the carriage bolts and use just a few screws. This will allow you to see how all the pieces fit together before final assembly. The bottom bunk pieces can rest on the leg ledges without screws to check for proper orientation and fit.

This picture below shows the Multi-Width Bunk without a Headboard. Please note the Front Legs are L-Shaped at the Top only and the Back Legs are L-Shaped the entire height or just at the top depending on your specifications.



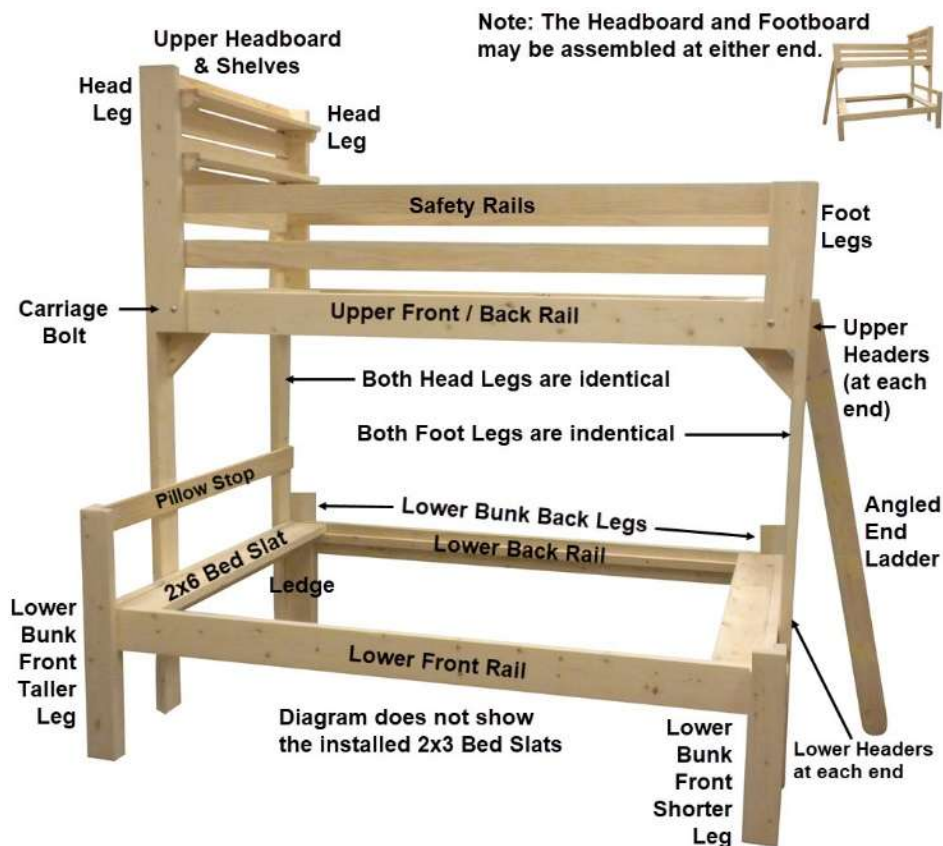


◀ Shown here is a Multi-Width Bunk without a Headboard with the Vertical End Ladder and Pillow Stop for the bottom bunk. The Vertical or Angled End Ladder may be attached to either side of either end. The Legs will be labeled Left Front/Left Back/Right Front/Right Back. They must be assembled exactly in that orientation.

▼ Shown here is the same bed with the Angled Front Ladder. This was customized to have the short legs underneath the lower bunk and no Pillow Stop.



The picture below shows the Multi-Width Bunk with a Slatted Headboard. Please note the (2) Head Legs are identical and the (2) Foot Legs are identical and they may be installed at either end. The lower bunk is raised to allow storage drawers or a trundle underneath. The legs will be labeled Head or Foot Leg.



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

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.

Safety

Parts List

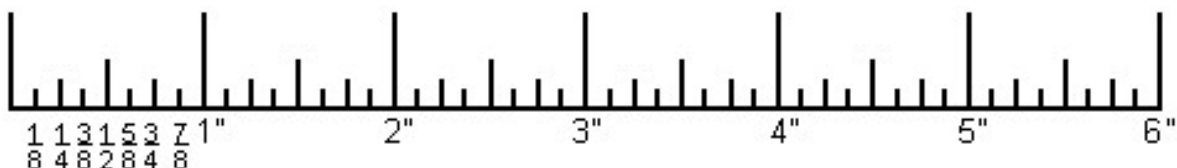
Lower Mattress Foundation Bed Slats: 2x3: Full 51"; Queen 57" Slats have 1 pilot hole at each end.

(4) Carriage Bolts 3/8" x 5" and washers, lock washers, nuts; 1-1/4", 1-5/8" & 2-1/2" Screws, Glue, 1/8" drill bit.

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

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.

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



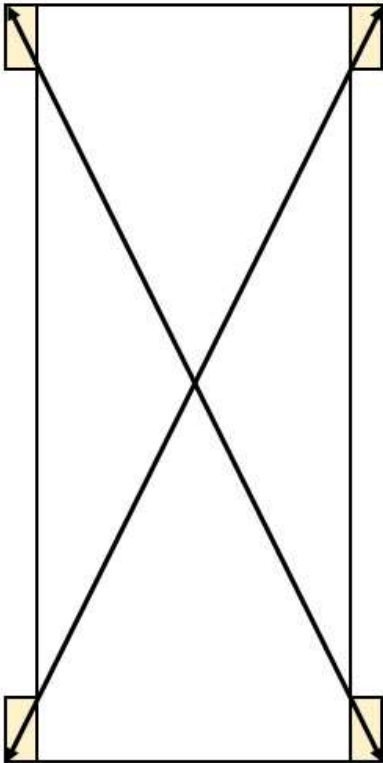
How to make sure your bed is Square

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.

Top View Of Bed



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



Mattress Foundation / Bed Slats



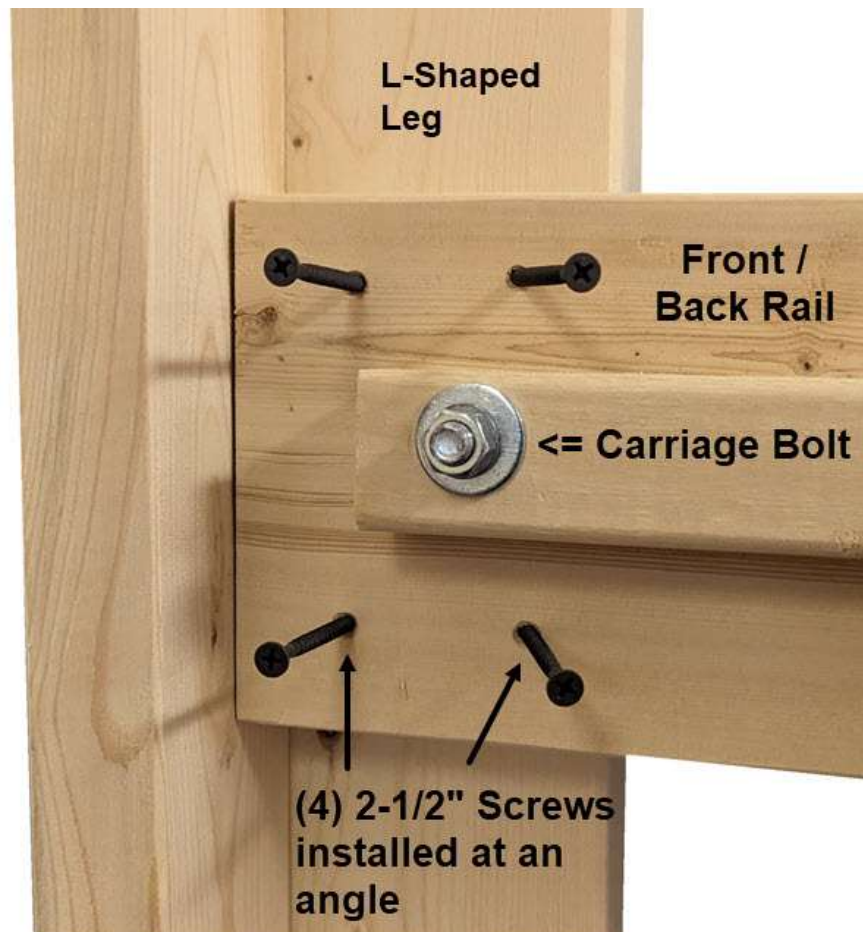
Attaching the Front & Back Rails to the Upper Loft Bed Legs

If you didn't order a headboard for the upper loft bed, the legs are all the same height and are labeled (from looking at the front long side), Left Front/Left Back/Right Front/Right Back. The bed must be built following this configuration. See picture on Page 1.

If you did order a headboard for the upper loft bed, the legs are L-Shaped at the top only and there are (2) identical taller legs labeled Head Leg and (2) identical shorter legs labeled Foot Leg. Make sure you place the (2) head legs at the same end of the bed and the (2) foot legs at the opposite end. See the bottom picture on Page 2 for an example.

Upper Rails have a 3/8" carriage bolt holes at each end and there is a rail for the front and back. Take the Back Legs and insert a 5" carriage bolt through the hole from the outside back of the leg. The Rail is attached to the inside of the leg. Lay the legs on the floor with the carriage bolt threaded end facing up. Place the rail (note the ▲UP▲ mark) between the legs through the hole for the carriage bolt. Place a washer, lock washer and nut on the bolt and loosely hand tighten the nut. Now assemble the front legs and rail using the same instructions

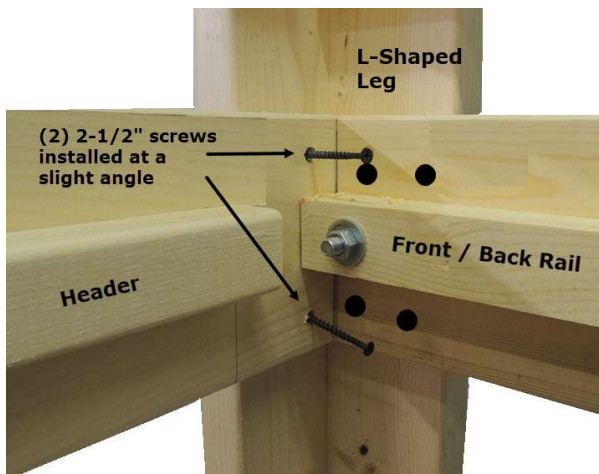
Now attach the 2-1/2" screws as shown in the diagram below. The screws are installed at a slight angle.



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

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



Attach the Upper Headers

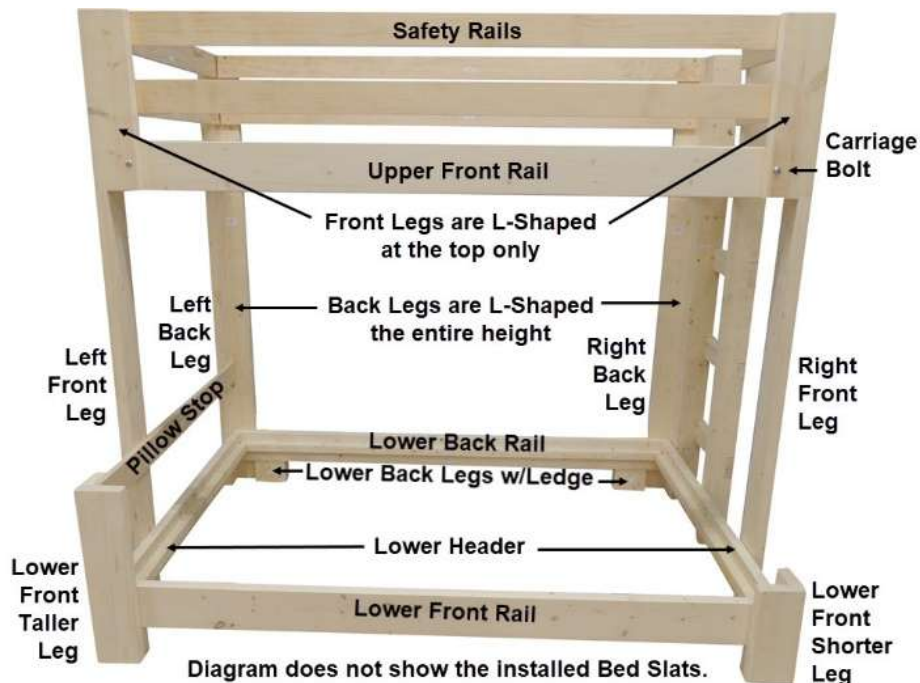
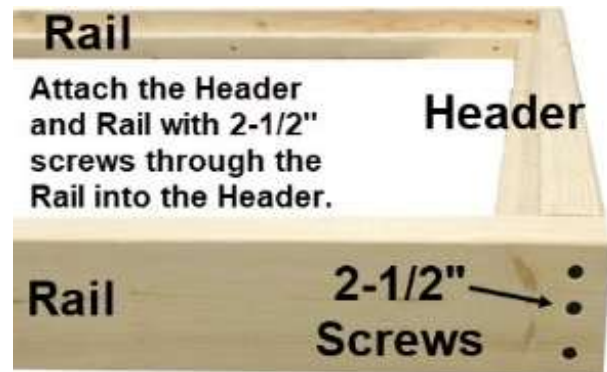
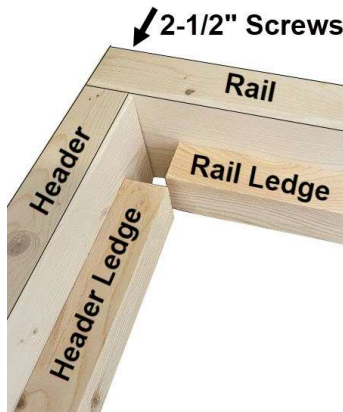
You will need two people for this step. Bring the legs into an upright position.

The header goes inside the rails. Attach the upper Header to the Front & Back Legs from the inside with 2-1/2" screws, screws go in at a slight angle.

At this point you should have the upper frame upright with the (4) Legs, (2) Rails and (2) Headers in place.

Build the Lower Frame

First build the lower bed frame separately on the floor without legs. Attach the Headers to the Rails with 2-1/2" screws into the pilot holes through the Rail into the Header. The Headers fit inside the Rails. Make sure the bed is square.

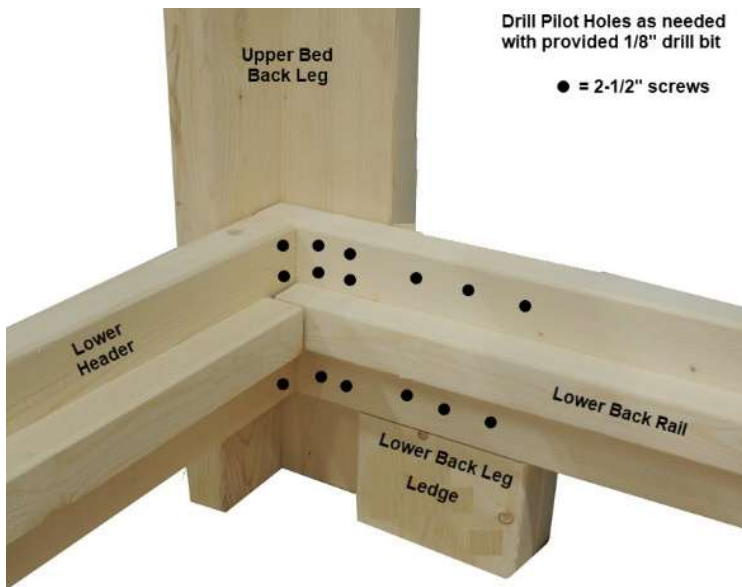


Install the Lower Bunk Front & Back Legs

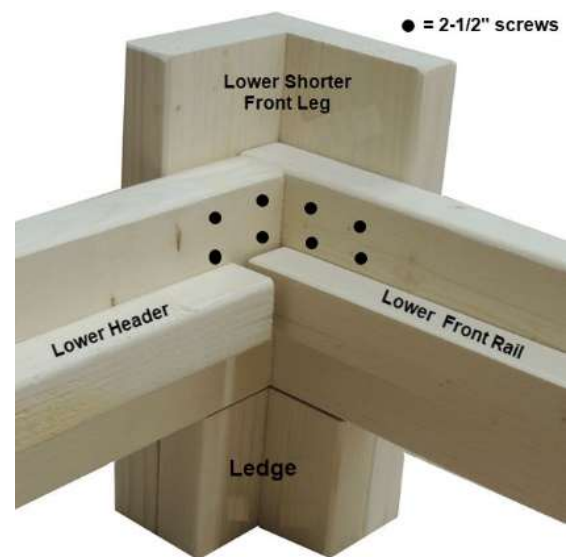
If your lower bunk was designed to rest on the floor then you will not receive the lower bunk legs.

If you did receive the legs then attach them with 2-1/2" screws. The lower bunk has (2) Back Legs and (2) Front Legs with a Ledge, the legs rest on the floor. The taller front leg is for the Pillow Stop / Headboard end of the bed, the shorter leg is for the opposite end. If you have a headboard at both ends of the lower bunk then the legs are the same height. Position the legs in the proper orientation using the picture on the previous page as an example. Place the leg ledge under the frame and make sure everything lines up properly. Follow the diagrams below for installing with 2-1/2" screws. Drill pilot holes as needed.

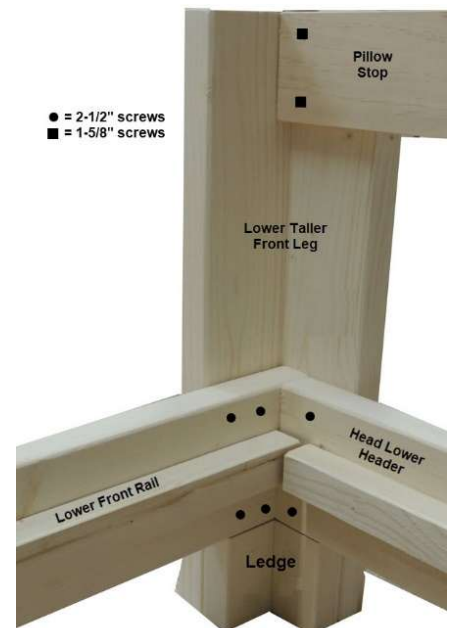
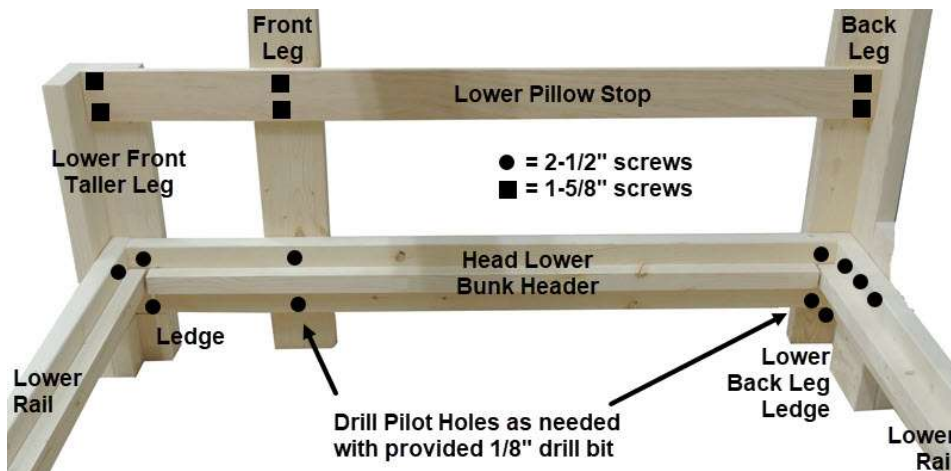
Install the Back Legs

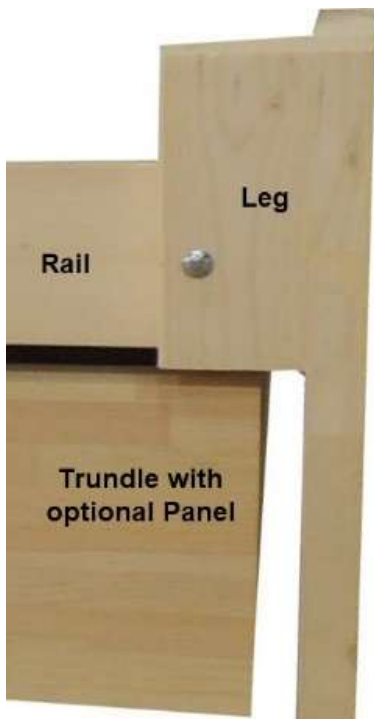


Install Shorter Front Leg



Install Lower Bunk Front Legs and Headers to the Upper Loft Bed Legs and attach the lower frame to the upper frame with 2-1/2" screws following the diagram below.





Lower Bunk Legs with Trundle

If you ordered the optional Trundle Bed, the lower bunk front legs will be notched based on the size of the bed and trundle. If a carriage bolt was provided then attach it through the leg into the rail following the same instructions for the upper bed carriage bolts.

Build the Vertical End Ladder (optional)



The Vertical Ladder includes (2) Legs and multiple 2x4x18" Rungs. The height of the Legs and number of Rungs will vary based on your bed's height specifications.

There are pilot holes drilled into each leg, position the pilot holes to the inside of the 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 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 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**.

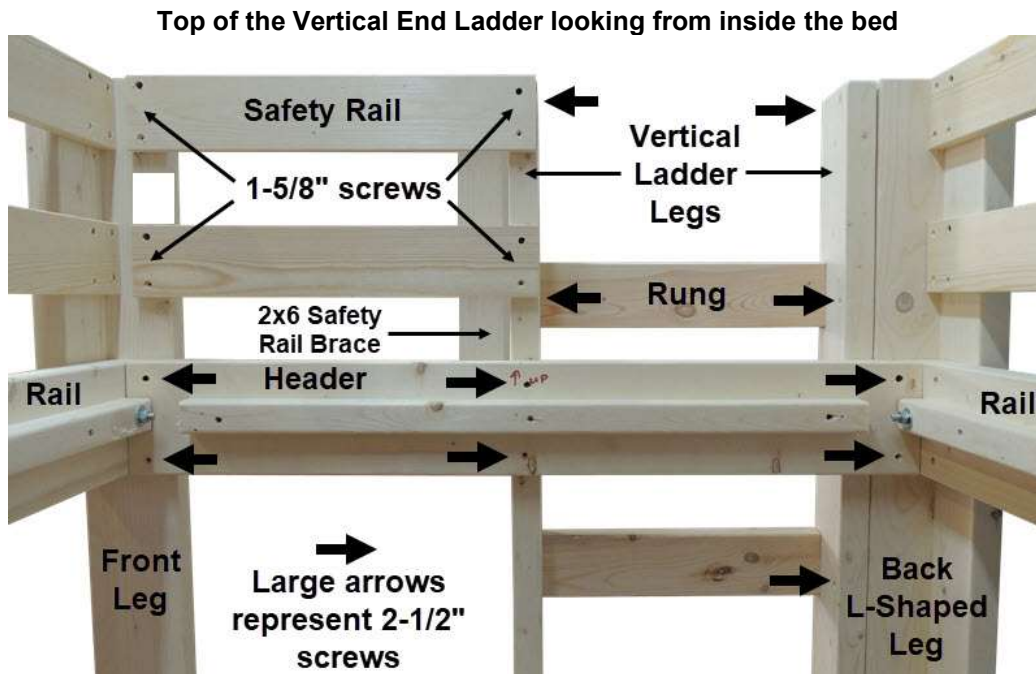
Suggestion. Put your knee tightly on the rung keeping constant pressure on the leg. Slowly drive the screw half-way into the leg, then unscrew it so it is just slightly comes out of the leg, then drive it all the way back in. The screw should recess about 1/8" into the rung to make a nice tight fit.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

The glue will take about 2 hours to dry. It is important that it completely dries to give you a very sturdy ladder. Do not put any pressure on the ladder rungs while the glue is drying.

Attach the Vertical End Ladder (optional)

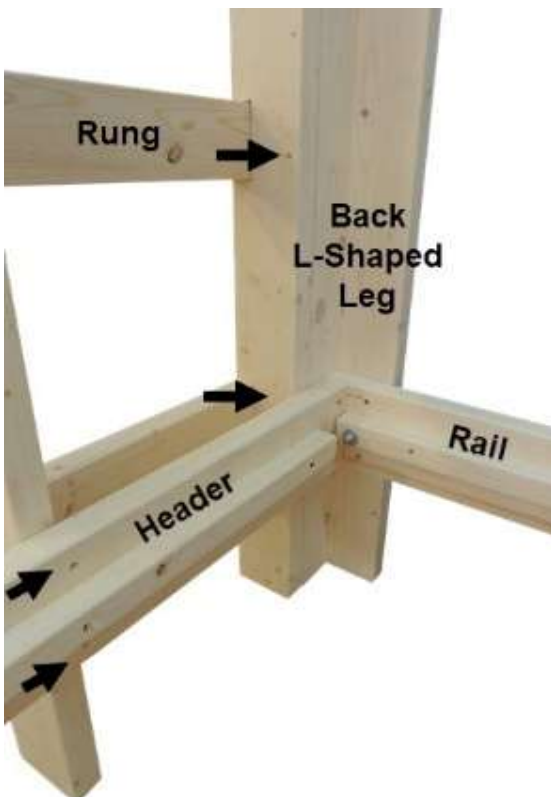
The Vertical End Ladder is attached to the bed at either side of either end. It is attached next to one of the bed's legs and to the Top and Bottom Header. From behind each rung use 2½" screws to fasten the leg to the existing bed's leg. From behind the Header, use two (2) 2½" screws to fasten each leg to the Header. Note, if there are no pilot holes pre-drilled into the Header you may screw through the back of the Header into the legs. Use the 1/8" drill bit to drill pilot holes.

Line up the Safety Rail Brace next to the ladder as shown in the pictures. Drill (6) pilot holes from behind the Header to go into the Safety Rail Brace. Attach with 2-1/2" screws. Attach ladder to Safety Rail Brace with 2-1/2" screws. See example below and on next page.



<= Bottom of the Vertical End Ladder looking from inside the bed

Below shows the installed Safety Rail Brace & Ladder

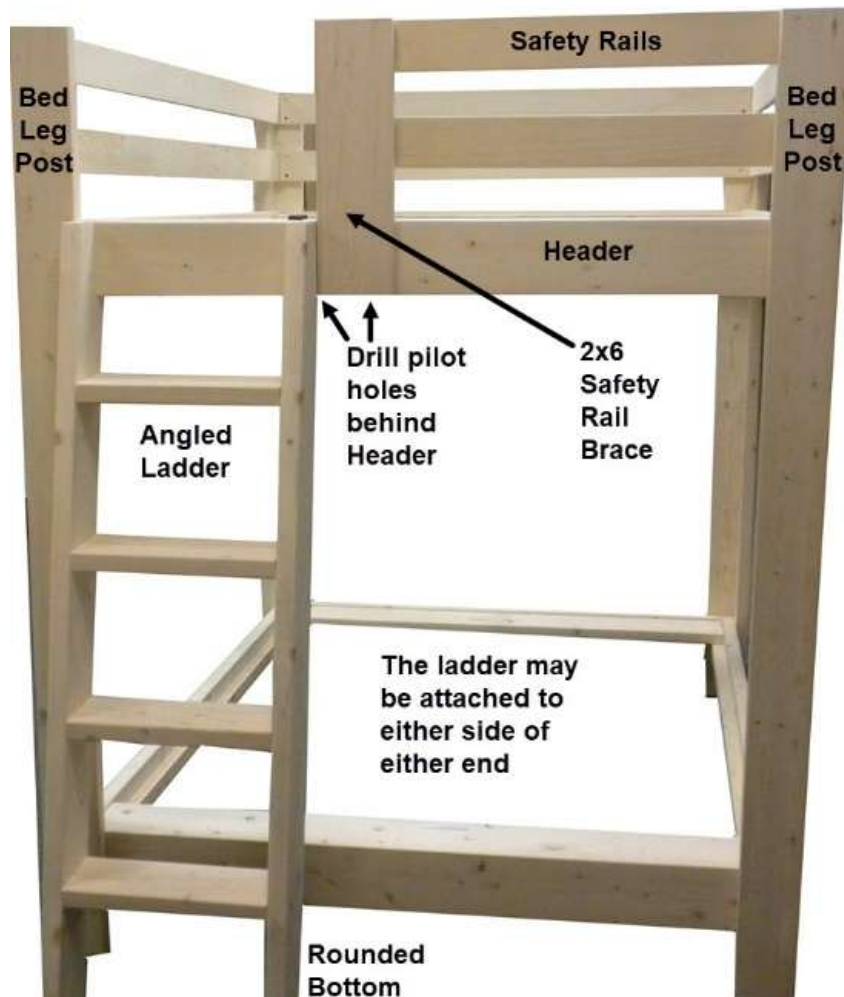


Angled End Ladder (optional)

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

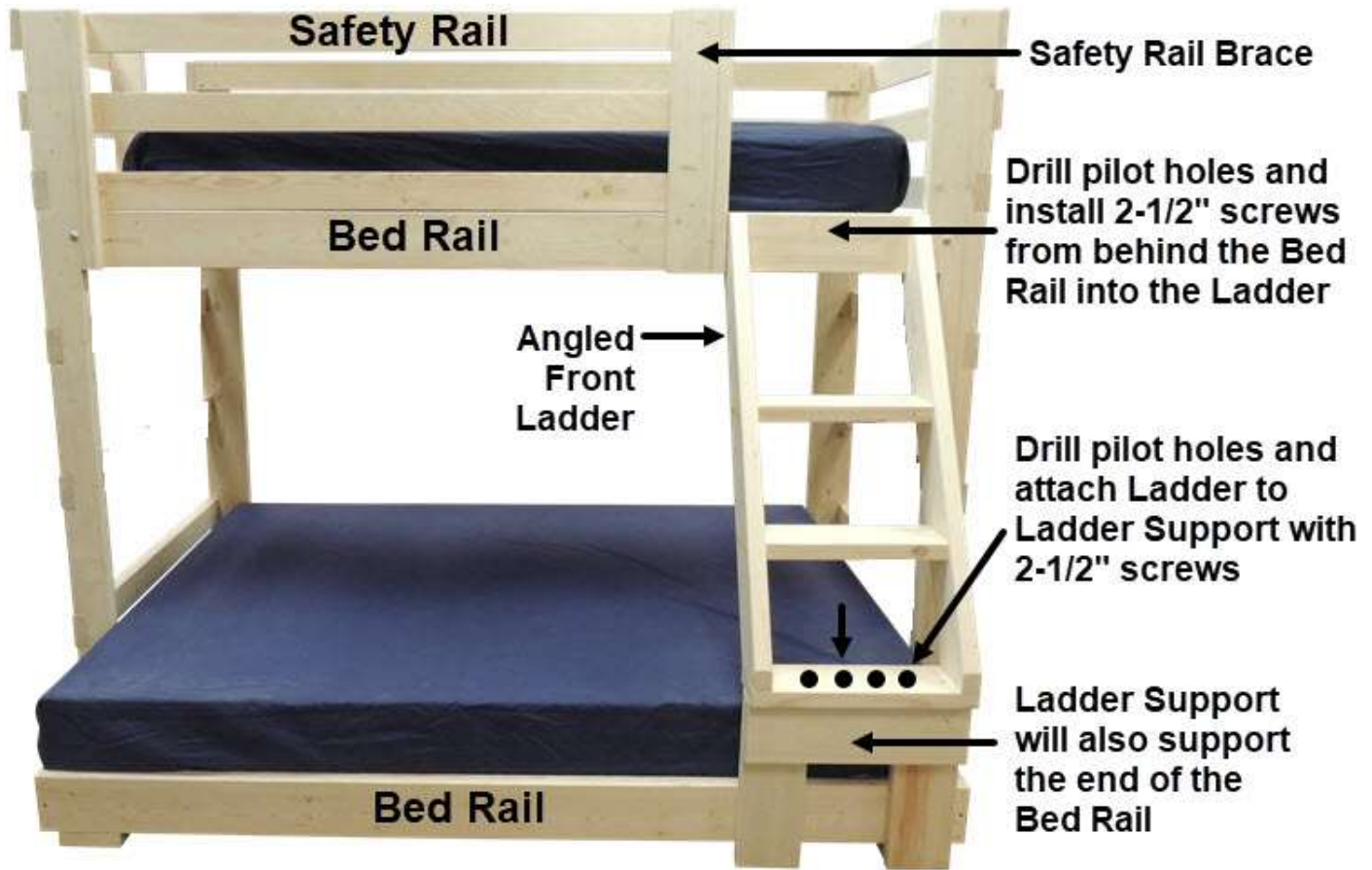
Position the Angled Ladder in place against the Header Drill (4) pilot holes from behind the Header spacing them 3" – 4" apart to line up to the top of the Angled Ladder. Attach the Ladder from behind the Header with 2-1/2" screws.

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



Angled Front Ladder (optional)

If you ordered the optional Angled Front Ladder it is attached to the bottom bunk with an Angled Front Ladder Support. If you also ordered the Trundle or Floor Storage Drawers the ladder is raised off the floor and you will follow the instructions on the next page. The ladder may be installed at either end.

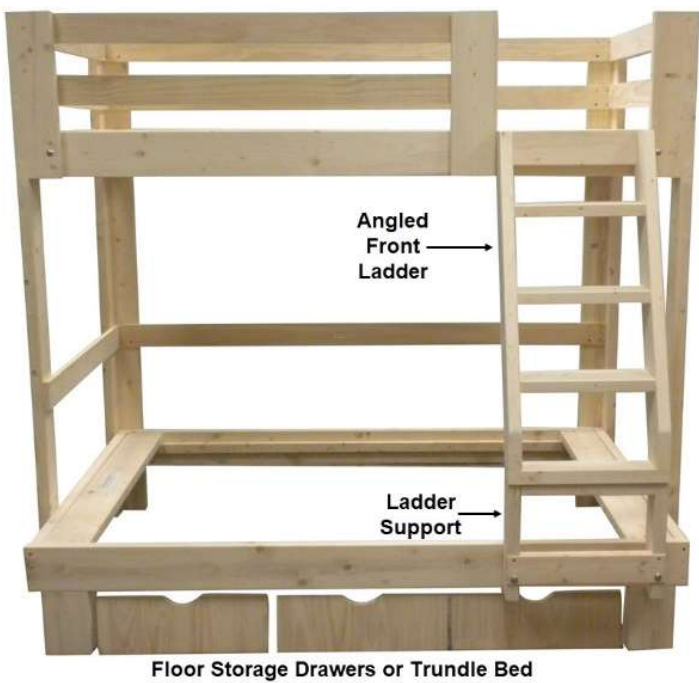


Drill pilot holes as needed from behind the Bed Rail. Position the Angled Front Ladder against the leg at either end. The Angled Front Ladder Support attaches to the rail of the lower bed. Line up the Angled Front Ladder Support with the Angled Front Ladder. From behind the bottom rail attach the Angled Front Ladder Support to the rail with 2-1/2" screws through the back of the Bed Rail into the support every 3" above and below the slat rail.

Drill pilot holes and attach the bottom of the Angled Front Ladder with 2-1/2" screws into the Angled Front Ladder Support into the pilot holes.

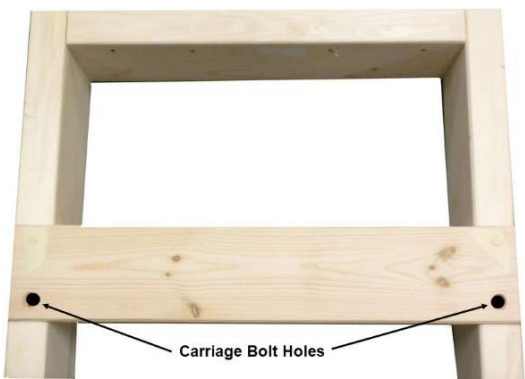
Drill pilot holes behind the top rail. Attach the Angled Front Ladder to the top rail with 2-1/2" screws from the back of the top rail into the 2x4 across the top of the ladder. Attach the Safety Rail Brace to the front rail with 2-1/2" screws from the back side.

Angled Front Ladder with Drawers or Trundle Bed Underneath (optional)

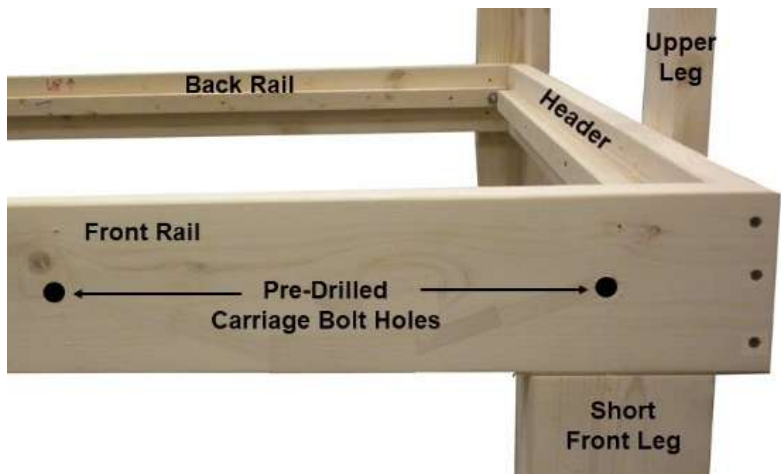


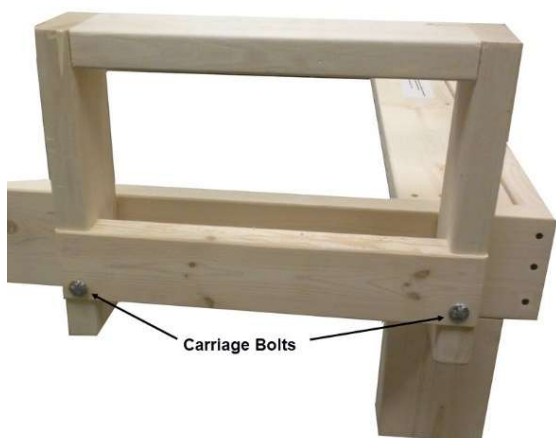
As part of the design process we will ask you where the Angled Front Ladder is placed, either on the right or left end. Once built this cannot be changed.

The **Ladder Support** raises the ladder above the mattress height. It needs to be attached before the bed slats for the bottom bunk are attached.

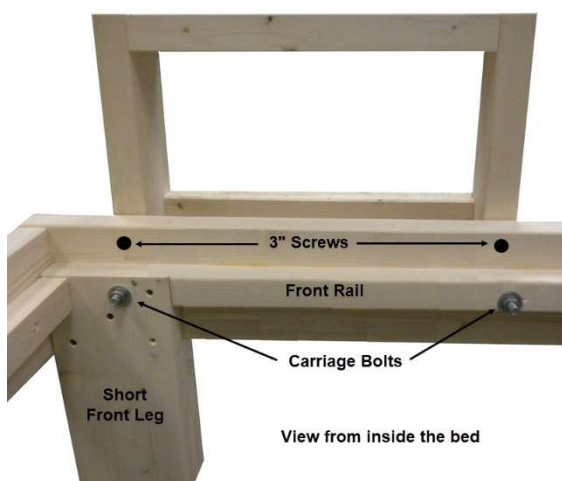


Picture of the **Ladder Support**. It will attach to the front rail using (2) 8" carriage bolts through the holes drilled in the front rail.

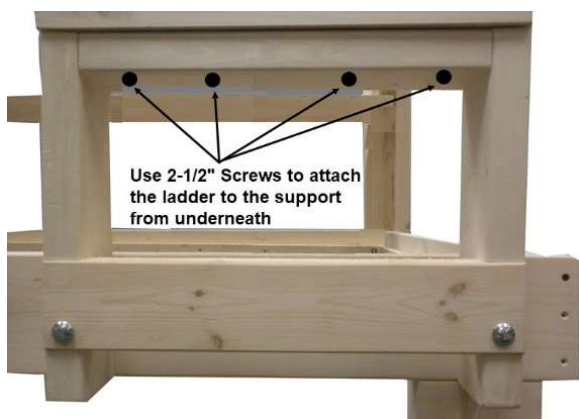




Attach the **Ladder Support** to the front rail using the 8" carriage bolts using the same arrangement for the nuts and washers as for the top bunk.



From the back of the front rail, use 3" screws to attach the Ladder Support to the Front Rail.



From underneath the top of the Ladder Support use 2-1/2" screws to attach to the bottom of the ladder.

Lastly follow the assembly instruction to attach the top of the ladder to the top bunk.

Headboard, Footboard, End Safety Rails, Slatted Headboard & Shelves

(Optional)

The End Safety Rails, Shelf Backboards and Slatted Headboards / Footboards are all installed to the inside of the L-Shaped Legs with 1-5/8" screws through the Slat into the leg. The Safety Rails have a 3-1/2" gap between them and the Slatted Headboard and Shelf Backboards have a 1/2" gap between them.

The boards have two pilot holes at each end and are 3-1/2" wide x 3/4" thick and the lengths are:

Twin: 41" Full: 56" Queen: 62"

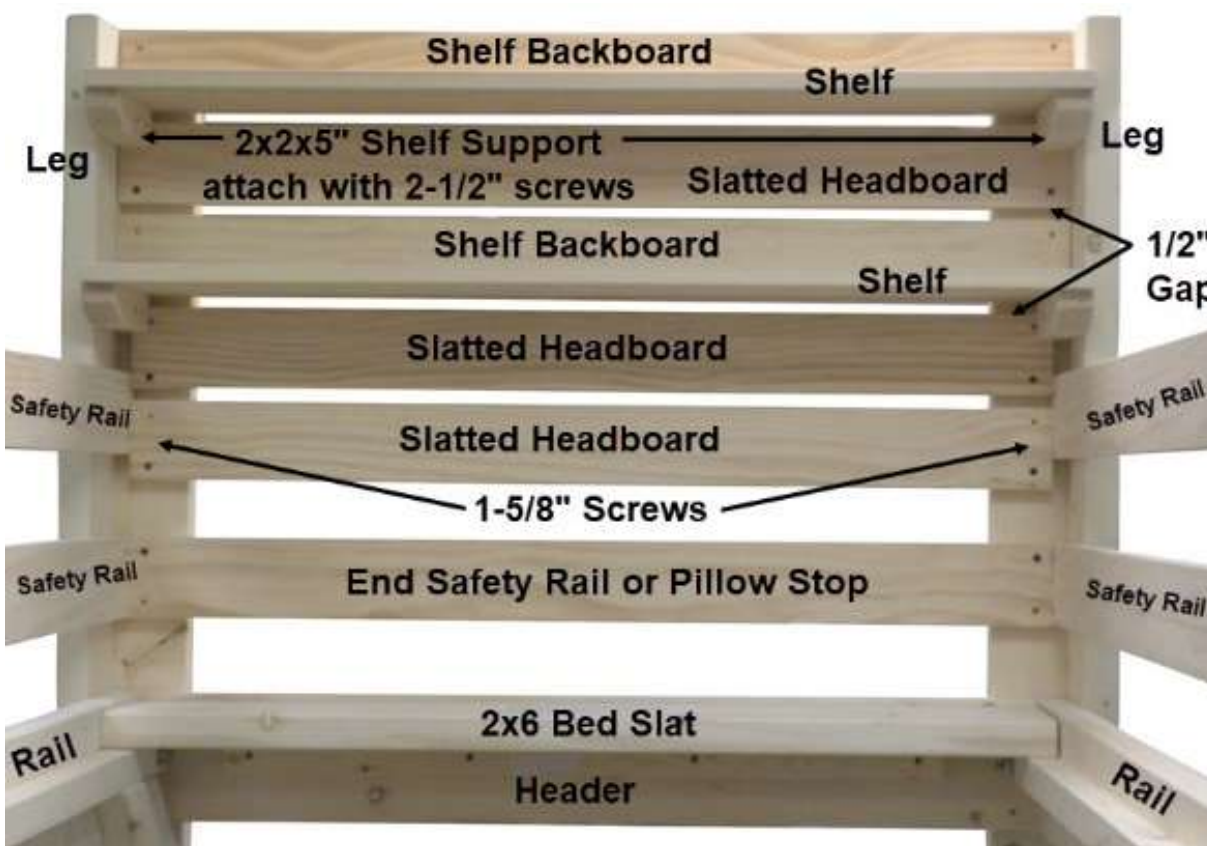
If you ordered just the Slatted Headboards / Footboards, they are attached starting at the top of the legs, then leave a 1/2" gap and then install the next slat until you reach the safety rails.

The Shelf Backboard also has pilot holes on the bottom back to go into the back edge of the shelf with 1-1/4" screws. The gaps between the slats and backboards are just recommendations, you can place them at any height. We will provide you with a 1/2" spacer in the parts bag.

The shelves are attached starting at the top of the headboard legs. In most cases the headboard legs are made taller to form the sides of the bookshelf. If you ordered very tall legs the Double Bookshelf Headboard Leg Posts 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.

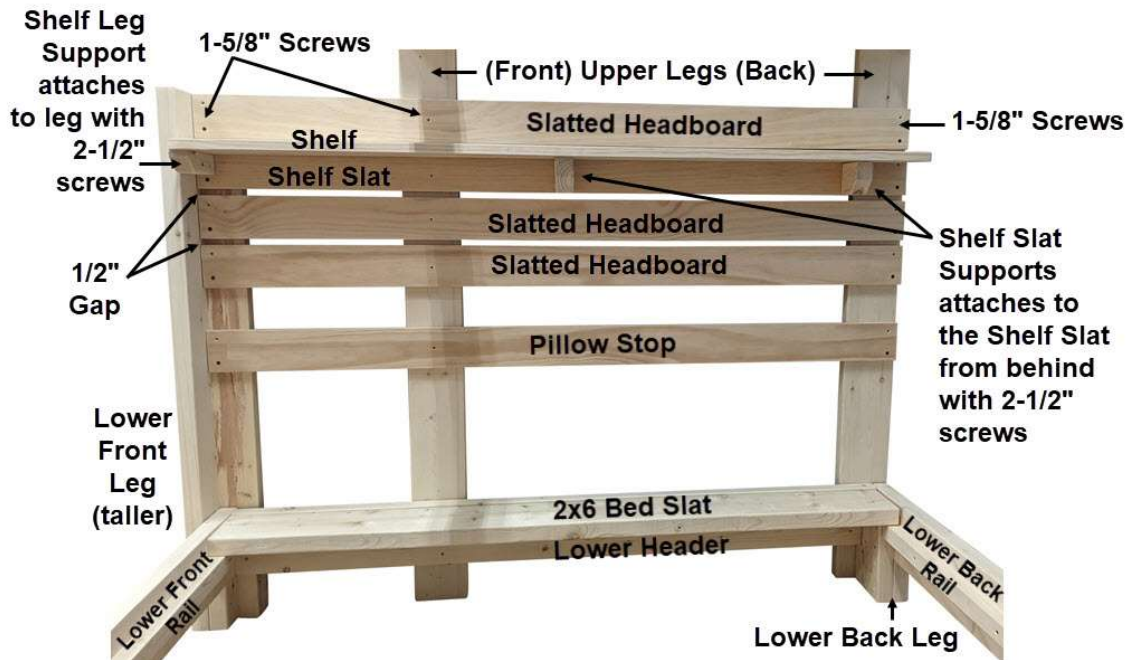
Each shelf has a Backboard. First install the Backboard at the top of the legs. Then provide a 1/2" gap and then install the Slatted Headboard and then a 1/2" gap and then the Backboard and so on until you reach the Safety Rails. Now install the 2x2x5" Shelf Support at each end of the shelves with 2-1/2" screws following the diagram below. You then install the shelves from the bottom up with 1-5/8" screws through the Shelf into the Shelf Supports and with 1-1/4" screws through the back of the Backboard into the back edge of the Shelf.

If you ordered just the Shelves without the Slatted Headboard you may place the shelves at any height.

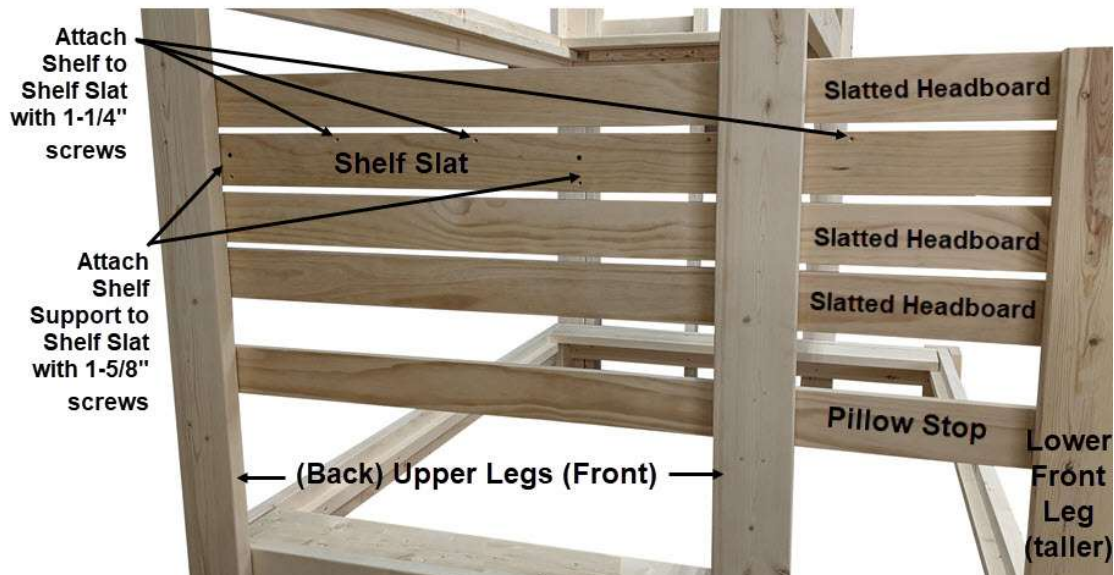


Attach Lower Shelves

Lower Shelves & Slats Front View



Slats & Shelves Back View



First install the top Slatted Headboard at the top of the legs. Then leave a 1/2" gap for the Shelf Slat.

The shelf for the lower section has the following pieces:

- (1) Shelf that goes the width of the bottom bunk
- (1) Shelf Slat that goes the width of the bottom bunk
- (2-3) Shelf Slat Supports 1-1/2" x 2-3/4" x 4" that attach to the Shelf Slat (the number depends on the size of the bed)
- (1) Shelf Leg Support 1-1/2" x 1-1/2" x 4" that attached to the inside of the leg

Attach the Shelf Slat to the Legs with 1-5/8" screws from the front of the shelf into the legs. From behind the Shelf Slat attach the (2-3) Shelf Slat Supports from behind the slat with 1-5/8" screws. Attach the Shelf Leg Support with the leg with 2-1/2" screws. Attach the shelf to the supports with 1-5/8" screws.

Slatted Headboard & Top Shelf Front View



If you ordered the Slatted Headboard and or the Top shelf follow the above picture for assembly instructions.

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 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) 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.



Install the Safety Rails

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 front safety rail to the **inside of the legs at the top of the legs** with 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.

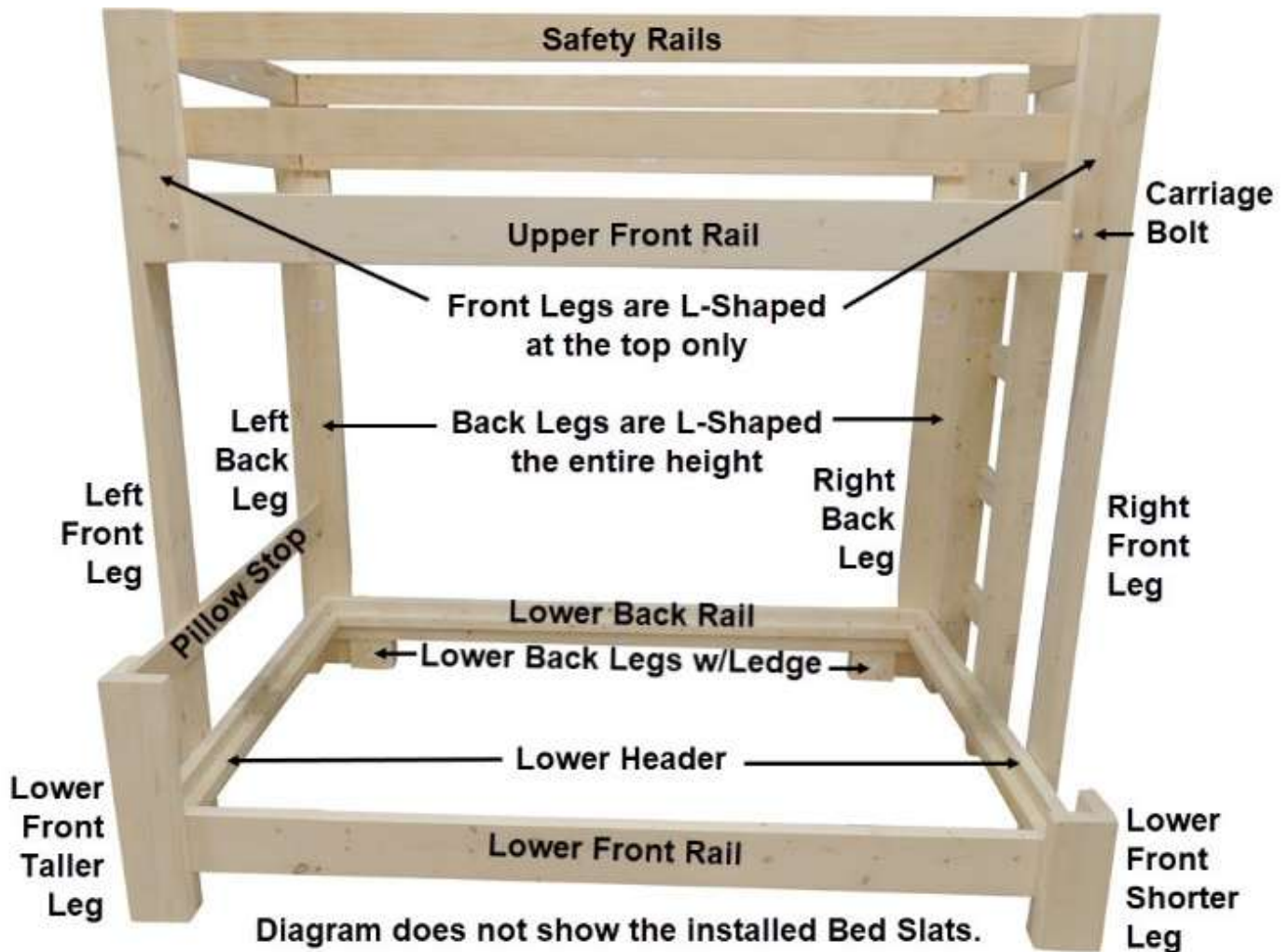
See photo on page 1 for an example of the safety rails.

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 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

