

Bed Set-Up Instructions

Stevenson Suites Only

Beds and desks are typically set-up into a configuration. It is important to check and make sure your desk and bed are set-up properly. To change your configuration, please see the attached instructions.

Bed and Lofting Kit Parts List with Diagrams

Before starting, make sure you have all of the required parts. If you find you are missing some parts contact the Work Request Office FIX-IT Line at 753-4948.



- 4 uprights per resident:
- 2 for the lofting kit
 - 2 for the bed



- 4 side rails per resident:
- 2 for the bed
 - 1 for the lofting kit
 - 1 extra stabilizer



1 Mattress



1 $\frac{3}{4}$ " piece of plywood



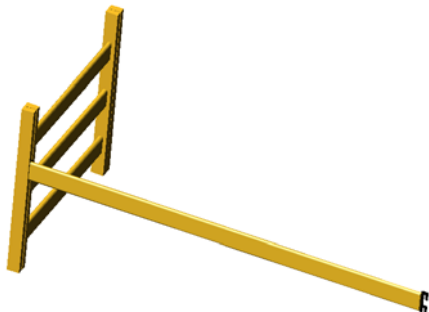
4 stabilizing pins

Basic Bed Set-Up

It is important that this assembly be done with no less than two people. The lofting objects are heavy and awkward at times and one person can injure him or herself and damage bedposts trying to loft the bed by him or herself.

Step 1

Place one of the side rails into the upright as shown. There should be two prongs on each side of the side rail and they should be facing down. The wood portion of the rail should be facing away from the center of the upright. You have the option of choosing the height you wish to have for your bed. There are ten different height positions that you can choose from. Each position is separated by 3 inches. You will know when the rail is in place when the rail will not go down any farther. If the rail does not go in smoothly, use a hammer or another heavy object and tap in the side rail by striking the metal part of the rail. **Do not** hit the wood. Hitting the wood will cause the wood to split and you may be charged for the damages.



Step 2

The second step is to place the other end of the side rail into the second upright. The top prong should be the same number of pegs down from the top of each upright. If the side rail does not go in smoothly, you can use the procedure as described in step one in order for the side rail to be seated correctly. Again the wood should be facing out.



Step 3

Repeat steps 1 and 2 to place the second side rail into the two uprights. Once you have the second side rail directly across from the first side rail the bed should be able to stand up on its own with out a wobble or tilt. If the bed wobbles or tilts, check to make sure the bed is set up correctly and if the problem remains contact the Work Request Office FIX-IT Line at 753-4948.



Step 4

Install an additional side rail for stability on the side closest to the wall. This rail should be placed below the rail that holds the mattress. The suggested placement for this rail is the second position from the floor.



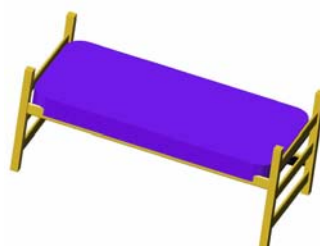
Step 5

Place the $\frac{3}{4}$ " plywood on the two side brackets of the side rails. The plywood should be large enough so that it does not fall through the side rails, but small enough so it easily slides between the two side rails. This piece is very heavy and will require a minimum of two people to lift.



Step 6

Place the mattress on top of the piece of plywood. The mattress is slightly larger than the plywood, but it is flexible so will slide in easily.



Option 1 (Bunking Beds)

Step 1

The bed should already be assembled and should look like the final step in page 2. Place the assembled bed in a position in the room where you and your roommate would like the bunk beds. Do not obstruct the path of the door or the window.



Step 2

Place the extra stabilizing rail on the back side of the bed in the last two slots from the floor. When completed, there should be a total of three stabilizing rails, 2 to hold the bed up and one extra stabilizing rail on the back side of the bed.



Step 3

Place the four stabilizing pins in the hole on the top of the uprights. There should be slots for each pin and they should slide in easily. There is no need to force the pins because the weight of the bed will push them into position. Adding force will only damage the bed. **Do not** use a hammer or other objects to push the pins into the holes.



Step 4

The mattress and the plywood should be taken off the bed that is going to be bunked to make lifting easier. Store these two pieces in a place where they will not be in the way.

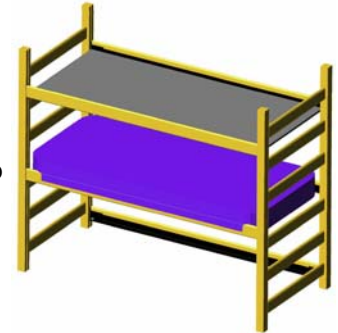
Step 5

With one person on each end, lift the bunked bed over the bottom bed. The stabilizing pins should be in line with the holes on the bottom of the uprights. Lower the bed so the stabilizing pins slip into position. Set the bed down so the four uprights are flush with each other. If the uprights do not lie flat with each other or there is a gap between them, take the top bed off and adjust the stabilizing pins. If the problem persists, contact the Work Request Office FIX-IT Line at 753-4948.



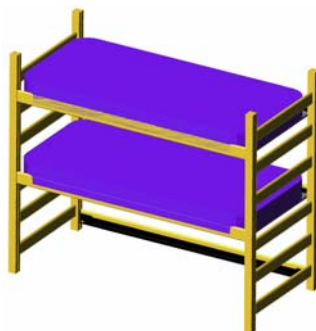
Step 6

Place the $\frac{3}{4}$ " plywood on the two side brackets of the side rails. The plywood should be large enough so that it does not fall through the side brackets, but small enough so it easily slides between the two side rails. This piece is very heavy and will require a minimum of two people to lift.



Step 7

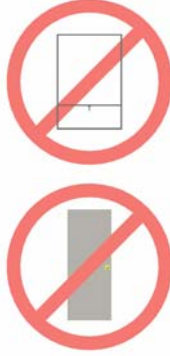
With one person on each end, place the mattress on top of the plywood so that the mattress lies flat and in the center of the plywood.



Option 2 (Using the lofting kit)

Step 1

The bed should already be assembled and should look like the final step in the previous section. Place the desk in a location that does not obstruct the path of the door and does not block the window.



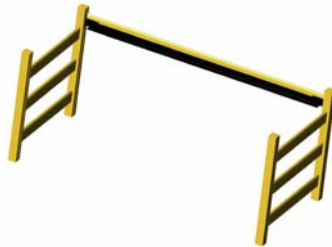
Step 2

Place one of the side rails into the upright as shown. There should be two prongs on each side of the side rail and they should be facing down. The wood portion of the rail should be facing away from the center of the upright. The rail should be placed in the top two slots of the upright. You will know when the rail is in place when the rail will not go down any farther. If the rail does not go in smoothly, use a hammer or another heavy object and tap in the side rail by striking the metal part of the rail. **Do not** hit the wood. Hitting the wood will cause the wood to split and you may be charged for the damages.



Step 3

Place the other end of the side rail into the second upright. The top prong should be the same number of pegs down from the top of each upright. If the side rail does not go in smoothly, you can use the procedure as described in the previous step in order for the side rail to be seated correctly. Again the wood should be facing out.



Step 4

Take the extra side rail off of the bed and place it on the bottom two slots of the uprights. This will give the loft maximum stability. When completed, there should be two side rails on the side closer to the wall and none on the opposite side.



Step 5

Place the four stabilizing pins in the holes on the top of the uprights. There should be slots for each pin and they should slide in easily. There is no need to force the pins because the weight of the bed will push them into position. Adding force will only damage the bed. **Do not** use a hammer or other objects to push the pins into the holes. The mattress and the plywood should be taken off the bed to make lifting easier. Store the two in a place where they will not be in the way and no one will trip over them.



Step 6

With one person on each end, lift the bed frame over the lofting kit. The stabilizing pins should be in line with the holes on the bottom of the uprights. Lower the bed so the stabilizing pins slip into position. Set the bed down so the four uprights are flush with each other. If the uprights do not lie flat with each other or there is a gap between them, take the bed off and adjust the stabilizing pins. If the problem persists, contact the Work Request Office FIX-IT Line at 753-4948.



Step 7

Place the 3/4" plywood on the two side brackets of the side rails. The plywood should be large enough so that it does not fall through the side rails, but small enough so it easily slides between the two side rails. This piece is very heavy and will require a minimum of two people to lift.



Step 8

With one person on each end, place the mattress on top of the plywood so that the mattress lies flat and in the center of the plywood. You can choose to place your desk and other furniture items under your bed.

