Welcome to your new home in University Housing.
We hope you have a great year!

Assembly Information
- There are no tools required for assembly.
- Pins MUST be used when lofting your bed. Extra pins are available from your Building Supervisor or House Fellow.
- Use long pins for beds and short pins for other pieces.
- The safety bar should NOT be removed. If the bar is not in the proper position for your setup, simply turn the bed over side-to-side or end-to-end to position it correctly.
- If you are lofting near a window, the safety rail must be next to the window.
- The bed frame can be flipped to give two different height options. When lofting, you can also rest the bed legs on or behind the stacking units to give two additional height options.

Important Safety Requirements
- Two or more people are required to lift and stack furniture components. Do not try to loft furniture by yourself.
- Remove the mattress before lofting a bed.
- If you have questions about your loft, please ask your House Fellow.

Proper Lifting Techniques
- Keep your back straight and bend your knees.
- Lift with your legs and arms, not with your back.

Additional Guidelines
Avoid Adhesives
Avoid using adhesive tape on your furniture since many tapes will cause a chemical reaction with the finish and leave a permanent mark.

No Storage
All furniture must remain in the room. There is no loft storage in the building and furniture cannot be removed from the building.

Disassemble Lofts
At the end of the year, the furniture must be returned to the original down position or you will incur a $50 charge per bed. Please see your Building Supervisor or House Fellow if you have any questions.

This brochure is also available on the University Housing website: www.housing.wisc.edu

Single Room Option 1
Unlofted
One option is to leave the beds in the original unlofted down position as shown below. The bed frame is reversible, giving you two different height options.

Single Room Option 2
Loft
The bed can be lofted at four different heights by turning the bed over or by stacking the bed box directly onto other furniture pieces.
Large Suites Option 1

**Unlofted**

One option is to leave the beds in the original unlofted down position as shown below. The bed frame is reversible, giving you two different height options.

Large Suites Option 2

**Bunk**

This option bunks the beds. The other furniture may be stacked and arranged in a variety of ways. Remember to use the long pins when stacking the beds.

Large Suites Option 3

**Trundle**

The lower bed rests on the floor while the higher bed rests on the lower bed and the bookcase.

Large Suites Option 4

**Loft**

The beds can be lofted at four different heights. Two are shown here. The other two are achieved by turning the beds over.