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.
• If you are lofting near a window, the safety rail must be next to the window.

Important Safety Requirements
• Two or more people are required to lift and stack furniture components. Do not try to loft furniture by yourself.
• Steel pins must be inserted in the holes of a furniture piece before another piece is stacked on top of it.
• 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.

Unlofted Position
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. The original down position requires the bed frame to be inserted into 5th and 6th pins from the bottom of the headboard. Bottom of bed frame will be at 16 1/4” from the floor.

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

This Loft Assembly Guide can be found on the University Housing website at:

www.housing.wisc.edu
Use proper lifting techniques! If you have any questions, just ask your House Fellow.

**Option 1**
**Unlofted**
One option is to leave the beds in the down position. The bed frame can be adjusted to different heights.

**Option 2**
**Loft**
This option lofts the beds. Be sure to attach the stabilizer bar to the top of the bottom set of footboards when lofting the beds. The other furniture may be placed anywhere in the room.

**Option 3**
**Bunk**
If you choose to bunk your beds, you can choose several different height options. Don’t forget to use the pins!