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

Assembly Information
• There are no tools required for assembly.
• 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.
• 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.

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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 the lowest pin positions on the bed.
Option 1
**Unlofted**

One option is to leave the beds in the original unlofted down position as shown below.

Option 2
**Bunk**

This option bunks the beds. The height of each bed can be adjusted. The other furniture may be stacked and arranged in a variety of ways.

Option 3
**Trundle**

The trundle option raises beds up to their maximum height without lofting. Bookcases can be placed underneath a trundle bed. The setup shown below also pictures one bed in the unlofted down position.

Option 4
**Loft**

The beds can be lofted at a variety of heights using the extra set of bed legs and the stabilizer bar provided in your room. Place the stabilizer bar at the uppermost position on the bottom set of legs and push the lever on the stabilizer bar to lock into place. *Don’t forget this important step!*