Assembly

- Mallet may be required for assembly, check with hall desk for tools
- If lofting bed, safety rail should be used
- Apply pressure to the bed spring to make sure it locks into place on the uprights
- If lofting near a window, the safety bar must be placed next to the window

Safety

- Two or more people are required to lift and stack furniture
- Lift with your legs/arms, not with your back
- Remove the mattress before lofting

Guidelines

- Avoid using tape as it will leave permanent marks
- All furniture must remain in the room; no storage is available and furniture cannot be removed from the building
- Furniture must be returned to its original “down” position at the end of your contract or you’ll incur a $50 charge/bed (bed frames in the fifth and sixth positions from the bottom of the upright)
- See Building Supervisors or House Fellows with questions