**ASSEMBLY INSTRUCTIONS**

- 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 PROCEDURES**

- 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

**GENERAL 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
- See Building Supervisors or House Fellows with questions

In a double room, beds are bunched on the same set of uprights, allowing for additional space.

Different bed heights can be chosen by moving the bed frame up or down on the uprights.

Both beds are lofted allowing for maximum floor space. Furniture can be placed under beds.