ASSEMBLY INSTRUCTIONS

- Mallet may be required for assembly, check with hall desk for tools
- If lofting bed, safety rail should be used
- The safety bar should not be removed; if the bar is not in the proper position for your setup, turn the bed over side-to-side or end-to-end to position it correctly
- If lofting near a window, the safety bar must be placed next to the window
- Pins must be used when lofting
- Use long pins for beds and short pins for other pieces of furniture
- Bed legs can be rested on or behind stacking units to offer additional options

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
- Furniture must be returned to its original “down” position at the end of your contract or you’ll incur a $50 charge/bed
- See Building Supervisors or House Fellows with questions or if you need more pins