**ASSEMBLY INSTRUCTIONS**

- Mallet may be required for assembly, check with hall desk for tools
- If lofting bed, safety rail should be used
- 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
- 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 third and fourth positions from the bottom of the uprights)
- See Building Supervisors or House Fellows with questions or if you need more pins

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