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
- 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

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

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