

DELOFTING INSTRUCTIONS

1. You will need 4 people to adjust the bed properly.
2. Take the safety rail off the bed frame by doing the following:
 - a. Unscrew the 2 bolts on the safety rail
 - b. Remove the safety rail from the edge of the bed frame
 - c. put bolts back on the frame
3. Remove the cubes, desk, shelves from the loft pieces and the mattress from the bed set aside
4. Taking the metal bed frame/support bar off the wood loft pieces.

(1st photo)

- a. Pull the bed away from the wall so 1 person can stand at each side of the bed with 2 people at the short ends of the bed to hold the loft pieces and 2 people at the long sides of the bed to adjust the wood support bar and the metal bed frame.
- b. 1 person on each end of the support bar lifts up and slides the metal hook plate away from the support bar freeing the bar from the loft. Set safety bar aside.

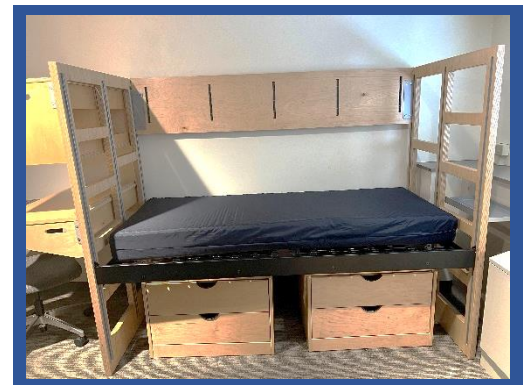
(2nd photo, support bar hook plate)

- c. 2 center people lift the metal bed frame off of the loft pieces while the 2 end people tilt the loft pieces away from the frame. This frees the bed frame hooks from the loft pieces and makes it easier to move the frame up and down.
- (3rd photo, bed frame hooks circled)*
- d. If you need a rubber hammer, you can check one out at the front desk

5. Once at the 7th and 8th notch from the bottom/where the marker line is on the loft pieces, tilt the loft pieces in toward the bed frame so the frame can be hooked onto the loft pieces.

(4th photo, arrow pointing at line/8th notch)

- a. Be sure the dressers fit under the bed!
6. Reinstall the support bar at the top of the loft pieces against the wall. Once in place, slide the hook plate to lock support in place.
 7. Place bed against the wall in the proper arrangement of the room.
 8. Put items back on loft accordingly for inspection:
 - a. Cubes need to be hung at the top notches on the side closest to the room door
 - b. Desk needs be hung at the 8th and 9th notch on the side closest to the door and chair at desk
 - c. Shelf needs to go on loft piece opposite of the desk/cubes closest to the wall
 - d. Prop the mattress up against the wall
 - e. Place the safety rail between the wall and the short end of the bed.



If the bed is not adjusted back to the correct height, you will be charged \$100