

Loft Assembly – New Hall (Updated 10-6-22)

1. You will need two or three people to assemble your loft (Figure 1).
2. Items you will need (that can be checked out from the Hall Desk)
Allen Wrench Set or electric driver with 5/32 and 3/16 hex bits,
and a rubber mallet. Staff will assist with getting loft supplies.
3. Move as much as you can out of the room to give you some space to work. Remove the mattress.
4. Make any adjustments to the placement of the metal bedframe on the bed ends to achieve your desired loft height. You can do so by lifting the metal frame upwards and away from the slots in the bed end.
Pop it out then place it securely into the desired slots. A rubber mallet will be helpful to pop it out and to secure it down in the slot.
5. Start with the rear of the loft. Use 4 frame bolts with washers (Figures 2 & 3) to attach the bottom of a scissor brace to the bottom of one of the loft ends. Scissor braces should be connected in the center with an Interlocking Hex Bolt (Figure 8). **If not, one of the braces has a larger center hole – make sure that hole is facing outward.** If there is no bolt attaching these braces together use an Interlocking Hex Bolt where the two braces cross. Repeat on the other side.
6. Use 2 Frame Bolts and washers to partially attach the top of the scissor brace to the top of each rear loft end.
7. Put the 4 metal pins in holes on the tops of the 4 end-posts.
These will help secure the loft to the bedframe.
8. Lift the bedframe to the top of the loft end pieces. Work slowly and carefully.
Match up the pins to the holes in the bottom of the bedposts.
9. Bolt together the top of the scissor base to the bottom of the bed ends.
There will be two additional frame bolts for each side. (See Figure 4).
10. At the front of your loft, secure the top and bottom posts together with the metal Connecting Plate (See Figure 6), screwing in Frame Bolts in the 4 matching holes (Figure 5).
11. Place your mattress on top and attach the safety rails to the side (Figure 7).
Use the interlocking hex bolts to secure the Safety Rails (Figure 8).
Please insert the plastic end caps (if not already installed) on the ends of the safety rails (Figure 9) using a rubber mallet. The safety rails are important and required!

If this all is a bit too complicated, request a work order for professional assembly.

Starting Fall 2023, there will be a charge for setup / disassembly.

Approximate fees: \$35-\$40 for a setup or takedown / \$60-\$65 for a packaged price.

Assembly scheduling is subject to volume of requests and staff availability.



Figure 1
A completed lofted Bed



Figure 2
Screw in 4 Frame Bolts / washers to attach brace to bottom of end post



Figure 3
Frame Bolt with Washer

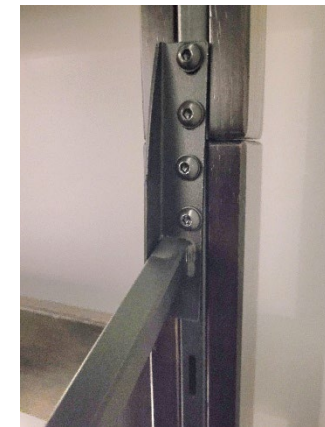


Figure 4
Top and bottom end posts attached to scissor brace.



Figure 5
Connecting Plate with Frame Bolts



Figure 6
Connecting plate

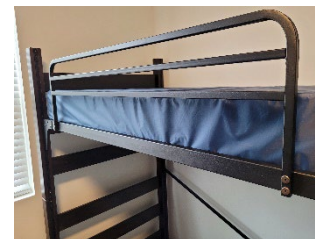


Figure 7
Safety Rails on bed.



Figure 8
Interlocking hex bolts.



Figure 9
Plastic End Cap for Safety Rail