

Size of Mattress and Foundation

The length and width of the upper and lower bunk mattress and foundation are as follows :

<u>Size</u>	<u>Length</u>	<u>Width</u>	<u>Thickness</u>
Twin	74" - 75"	37 ½" - 38 ½"	9 ½" max
Full	74" - 75"	52" - 53"	9 ½" max

You must use only this size mattress.

Ensure thickness of upper and lower mattress and foundation combined does not exceed 9 ½" and that the mattress is at least 5" below upper edge of guardrails.

This bunk bed uses a slat kit for mattress foundation.

Replacement Parts

Replacement parts, including additional guardrails, may be obtained from any dealer



SAFETY WARNINGS



- (1) Follow the information on the warnings appearing on the upper bunk end structure and on the carton. Do not remove warning label from bed.
- (2) Always use the recommended size mattresses or mattress support, or both, to help prevent the likelihood of entrapment or falls.
- (3) Surface of mattress must be at least 5 in. (127mm) below the upper edge of guardrails.
- (4) Do not allow children under 6 years of age to use the upper bunk.
- (5) Periodically check and ensure that the guardrail, ladder, and other component are in their proper position, free from damage, and that all connectors are tight.
- (6) Do not allow horseplay on or under the bed and prohibit jumping on the bed.
- (7) Always use ladder for entering or leaving upper bunk.
- (8) Do not use substitute parts. Contact the manufacturer or dealer for replacement parts.
- (9) Use of a night light may provide added safety precaution for a child using the upper bunk.
- (10) Always use guardrails on both long sides of the upper bunk. If the bunk bed will be placed next to the wall, the guardrail that runs the full length of the bed should be placed against the wall to prevent entrapment between the bed and the wall.
- (11) The use of water or sleep flotation mattresses is prohibited.
- (12) **STRANGULATION HAZARD** : Never attach or hang items to any part of the bunk bed that are not designed for use with the bed; for example, but not limited to, hooks, belts and jump ropes.
- (13) Keep these instructions for future reference.

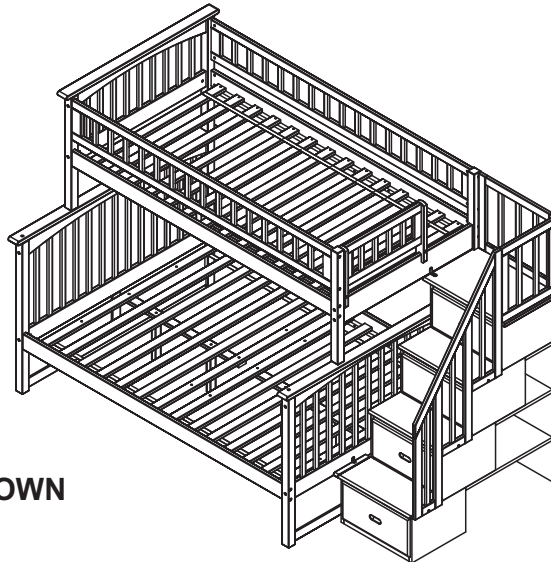
STAIRCASE BOOKSHELF

ASSEMBLY INSTRUCTIONS

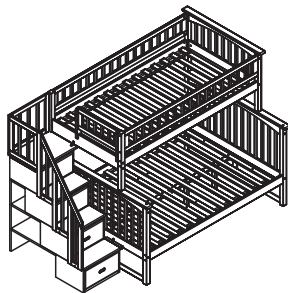
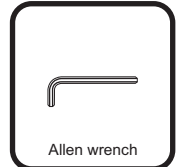
(TWIN - TWIN) (TWIN - FULL) (FULL - FULL)

Before assembling your columbia staircase bookshelf, please read through these instructions carefully. Familiarize yourself with the different parts.

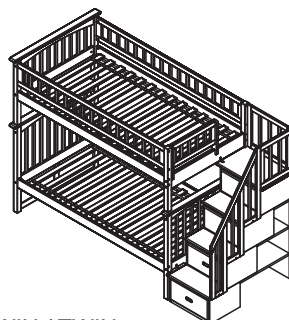
Please note that you will require a phillips head screwdriver and an allen wrench.



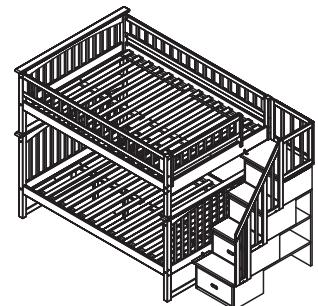
TWIN OVER FULL SHOWN



STAIRCASE CAN BE SET UP AT EITHER END OF THE BUNK BED



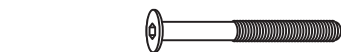
TWIN / TWIN



FULL / FULL

HARDWARE

NOTE: WE INCLUDE SPARE HARDWARE IN CASE DAMAGE OCCURS DURING ASSEMBLY.



A JCB M6 X 3 1/2" (90mm) - 24 pcs
Spare - 2 pcs



B JCB M6 X 3/4" (20mm) - 1 pc
with Flat washer



C Allen screw 2" (50mm) - 17 pcs
Spare - 2 pcs



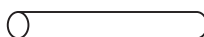
D Allen screw 1 5/8" (40mm) - 6 pcs
Spare - 1 pc



E Allen screw 3 1/8" (80mm) - 4 pcs
Spare - 1 pc



F Barrel nuts - 24 pcs
Spare - 2 pcs



G Metal pins - 4 pcs



H Cap nut - 1 pc



I Wooden dowel - 26 pcs
Spare - 2 pcs



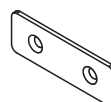
J Wood screw 1 1/4" - 2 pcs
Spare - 1 pc



K Wood screw 5/8" - 7 pcs
Spare - 2 pcs



L Mini L Bracket - 1 pc



M Flat Bracket - 2 pcs



N L bracket - 1 pc



O In Full lower panel carton
Wood button - 4 pcs

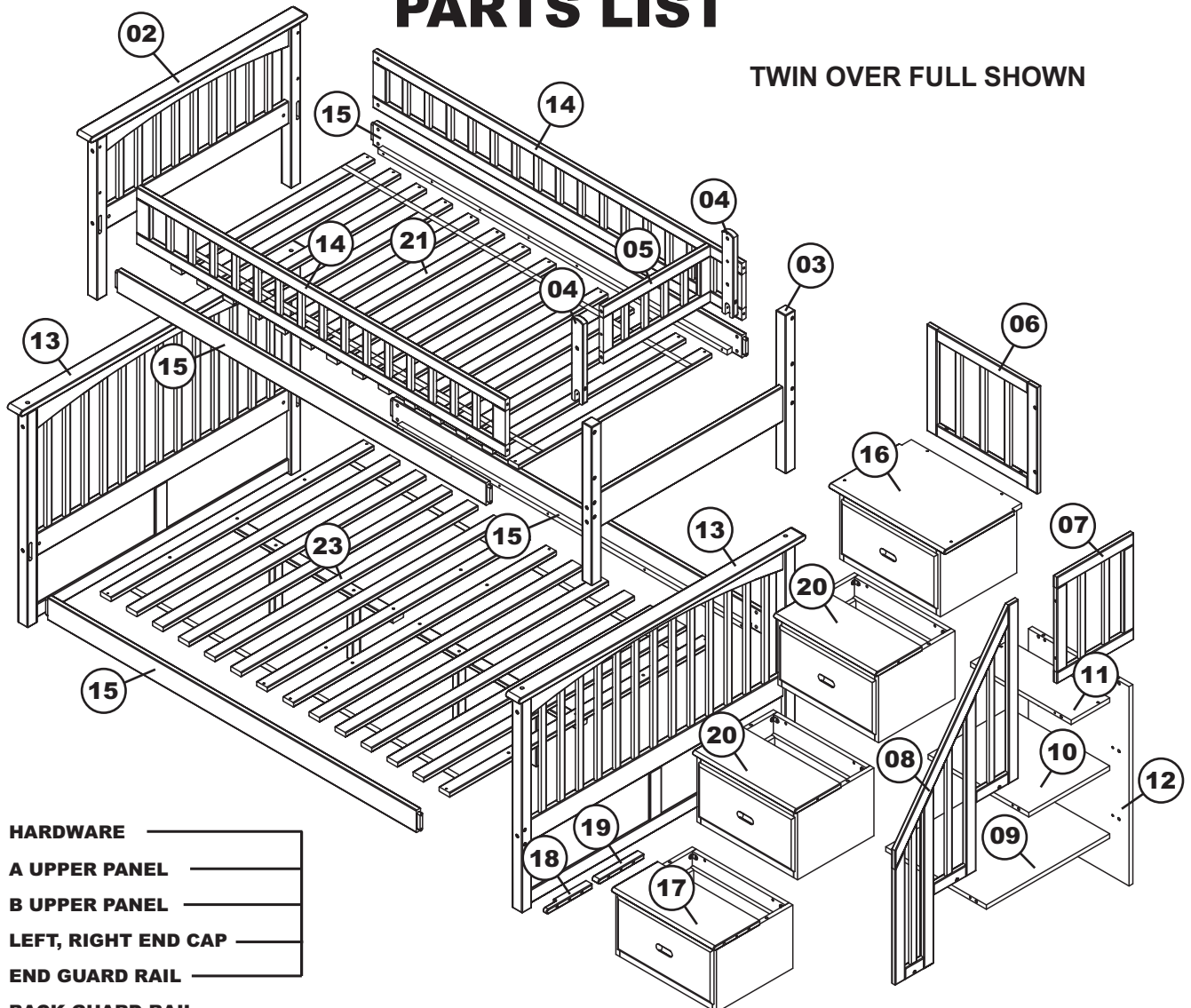


P Allen wrench - 1 pc
Spare - 1 pc

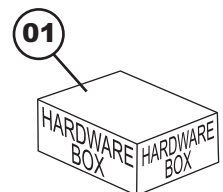
STAIRCASE BOOKSHELF

PARTS LIST

TWIN OVER FULL SHOWN



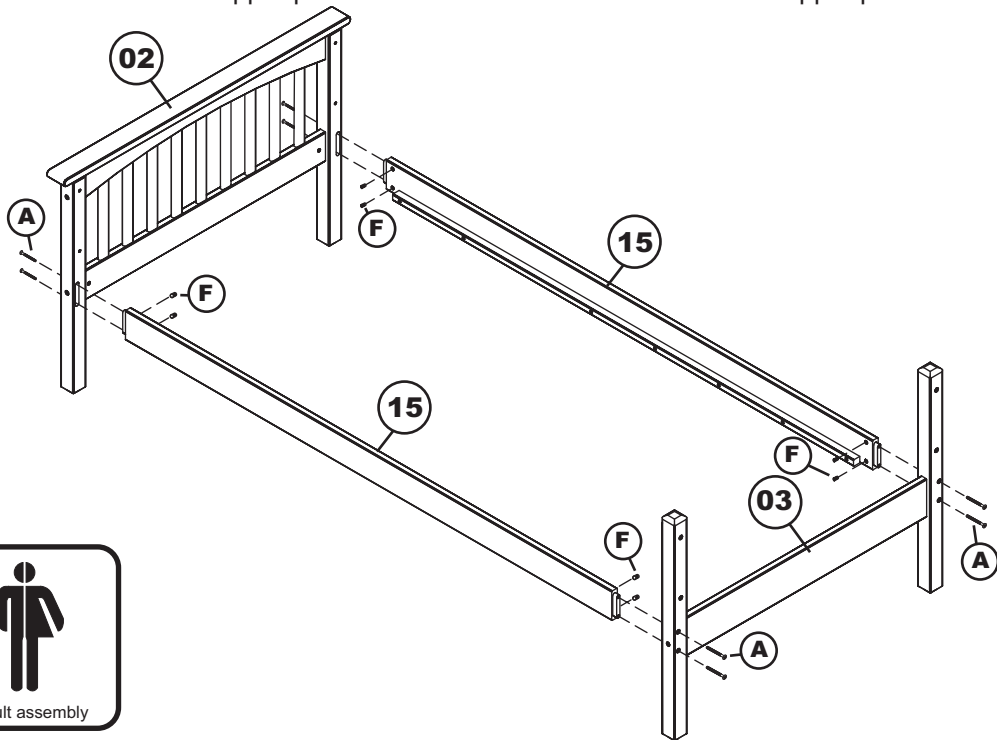
- 01 HARDWARE
- 02 A UPPER PANEL
- 03 B UPPER PANEL
- 04 LEFT, RIGHT END CAP
- 05 END GUARD RAIL
- 06 BACK GUARD RAIL
- 07 SIDE GUARD RAIL
- 08 HAND GUARD RAIL
- 09 BOTTOM SHELF
- 10 MIDDLE SHELF
- 11 TOP SHELF
- 12 BACK PANEL
- 13 LOWER PANEL
- 14 FRONT, BACK GUARDRAIL
- 15 SIDE RAILS
- 16 TOP DRAWER
- 17 BOTTOM DRAWER
- 18 SPECIAL BLOCK TWIN
- 19 SPECIAL BLOCK FULL
- 20 MIDDLE DRAWERS
- 21 TWIN SLAT KIT
OR
- 22 FULL UPPER BUNK SLAT KIT
- 23 FULL LOWER BUNK SLAT KIT
OR
- 24 TWIN LOWER BUNK SLAT KIT



STAIRCASE BOOKSHELF

STEP 1

Attach the side rails (15) to the A upper panel (02) and B upper panel (03), using JCB M6 X 3 1/2" (A), and barrel nut (F). Tighten with the Allen wrench (P). Twin upper panel shown. Full over Full bunk use Full upper panel.



A



JCB M6 X 3 1/2"

F



Barrel nut

P



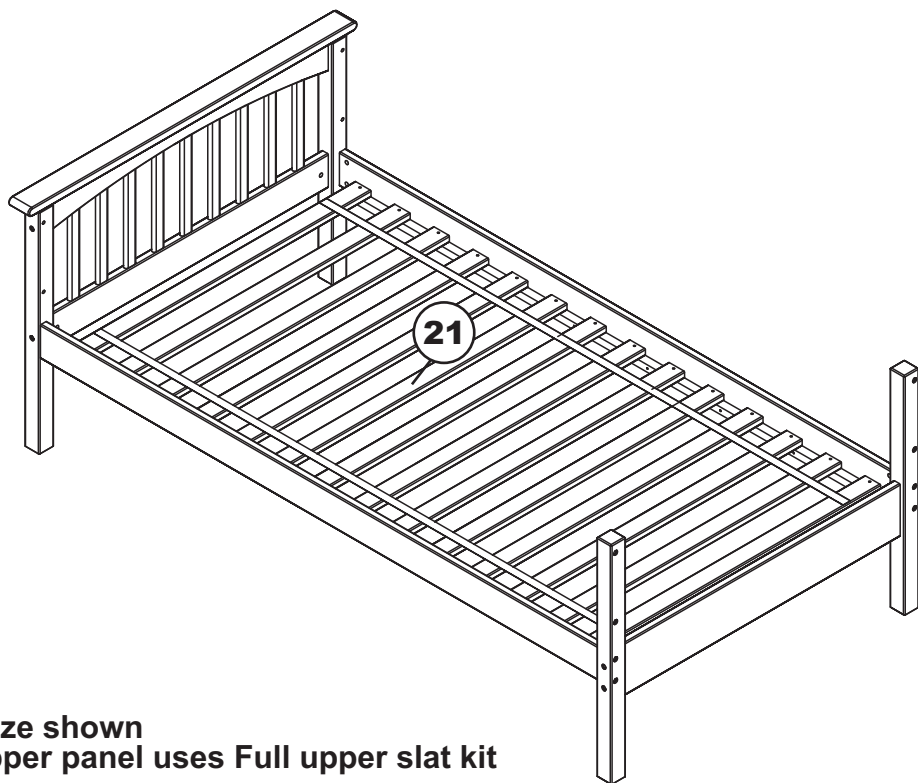
Allen wrench



Adult assembly

STEP 2

Lay the twin slat kit (21) onto the bed. Fix in place using wood screws provided in the slat kit box. FOR SLAT KIT ASSEMBLY follow assembly instructions included with slat kit.



Adult assembly

Customer supplied



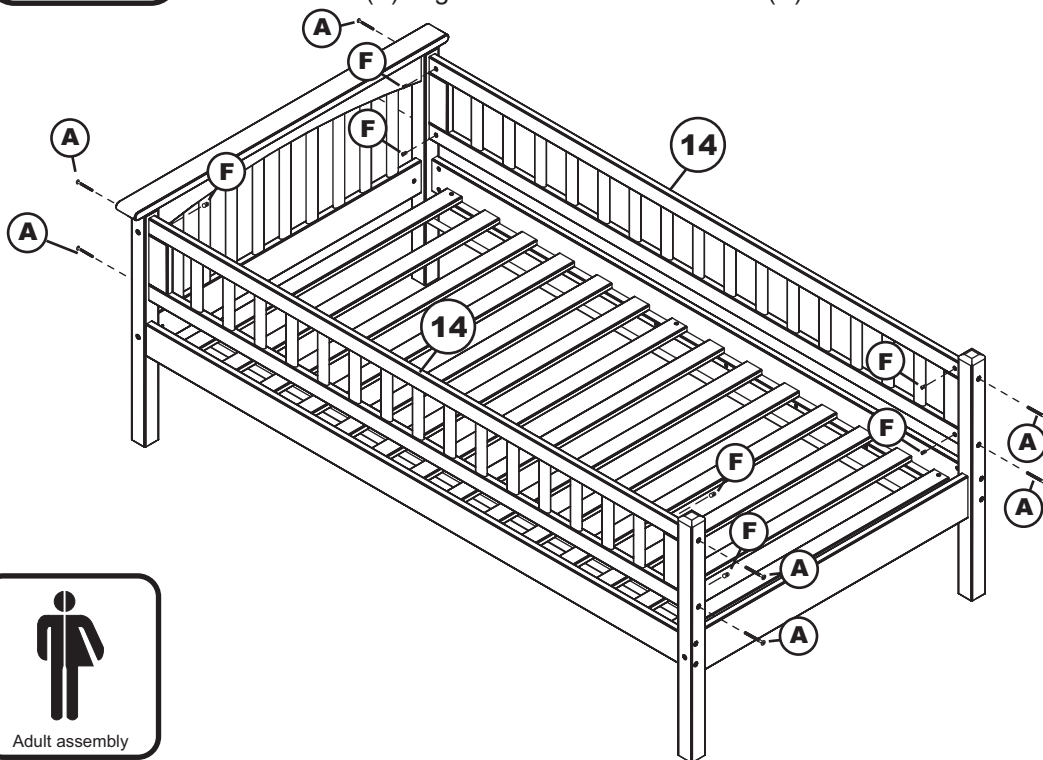
Phillips screwdriver

Twin size shown
Full Upper panel uses Full upper slat kit

STAIRCASE BOOKSHELF

STEP 3

Attach the guard rails (14) to the upper panel assemblies using JCB M6 X 3 1/2" (A), and barrel nut (F). Tighten with the Allen wrench (P).



A



JCB M6 X 3 1/2"

F



Barrel nut

P



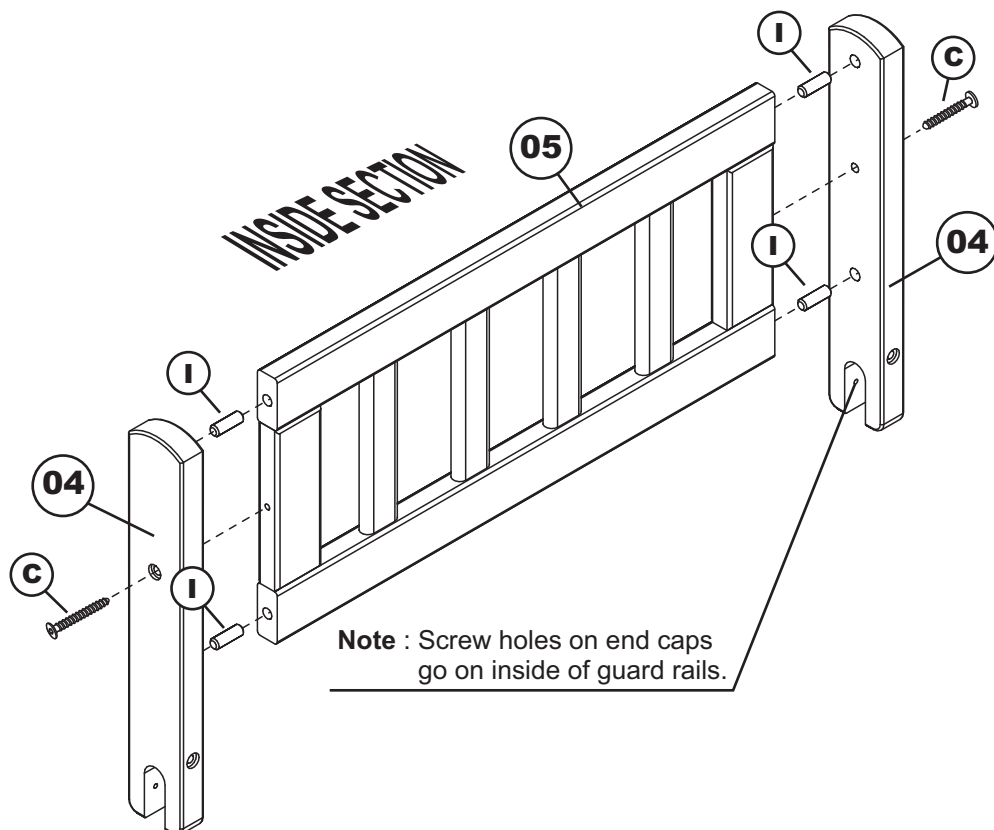
Allen wrench



Adult assembly

STEP 4

Attach the end guard rail (05) to the end caps (04), using wood dowels (I) and Allen screw M6 X 2" (C). Tighten with the Allen wrench (P).



C



ALLEN SCREW
M6 X 2" (50mm)

I



WOODEN DOWEL

P



Allen wrench



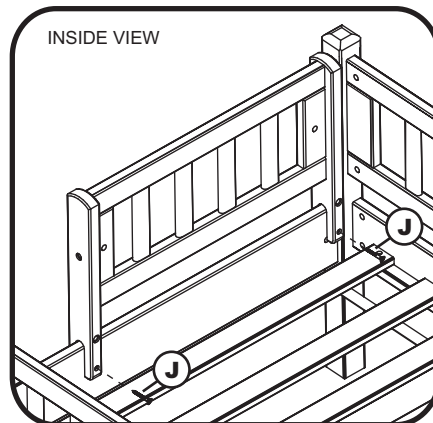
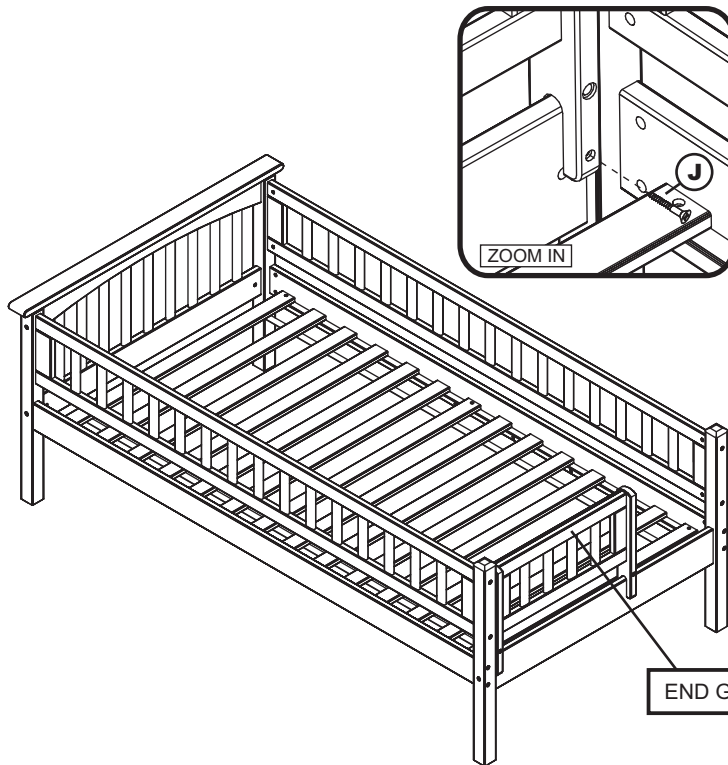
Adult assembly

Note : Screw holes on end caps
go on inside of guard rails.

STAIRCASE BOOKSHELF

STEP 5

Attach the end guard rail assemblies to the upper panel assemblies as shown below, using wood screw (J), tighten with the Phillips head screwdriver. (Customer supplied)



Note : Screw holes on end caps go on inside of guard rails.



Adult assembly

J



WOOD SCREW
1 1/4"

Customer supplied

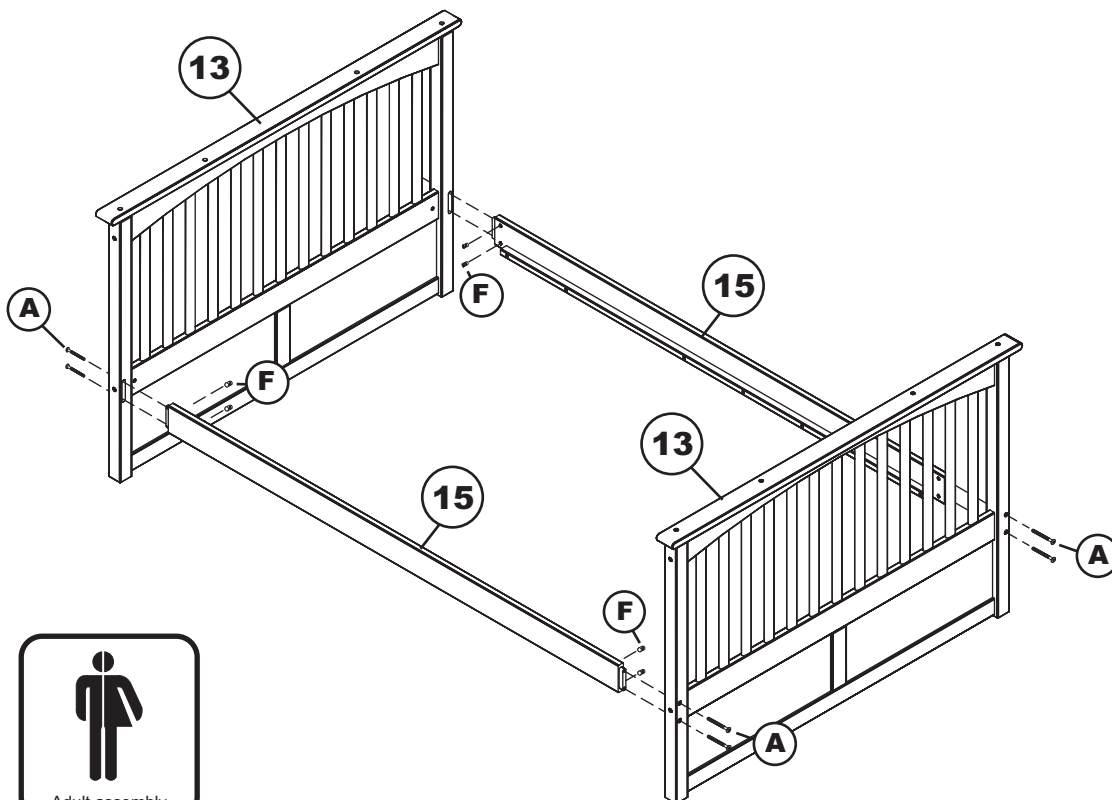


Phillips screwdriver

END GUARD RAIL ASSEMBLIES

STEP 6

Attach the side rails (15) to the lower panels (13) using JCB M6 X 3 1/2" (A), and barrel nut (F). Tighten with the Allen wrench (P). Full lower panel shown. Twin over Twin bunk use Twin lower panel.



A



JCB M6 X 3 1/2"

F



Barrel nut

P



Allen wrench

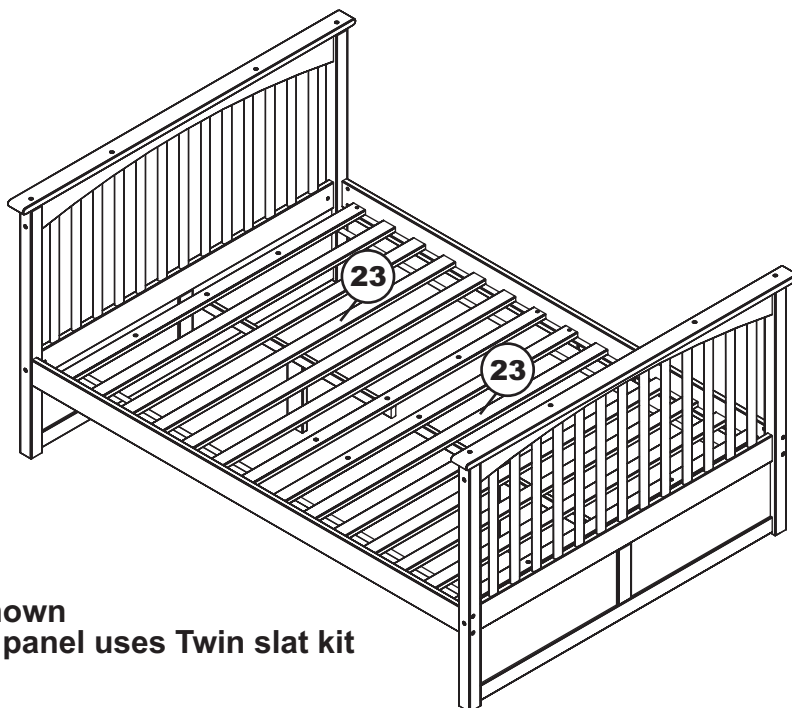


Adult assembly

STAIRCASE BOOKSHELF

STEP 7

Lay the full slat kit (23) onto the bed. Fix in place using wood screws provided in the slat kit box. FOR SLAT KIT ASSEMBLY follow assembly instructions included with slat kit.

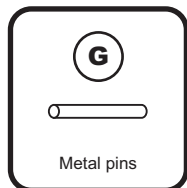


Full size shown
Twin lower panel uses Twin slat kit

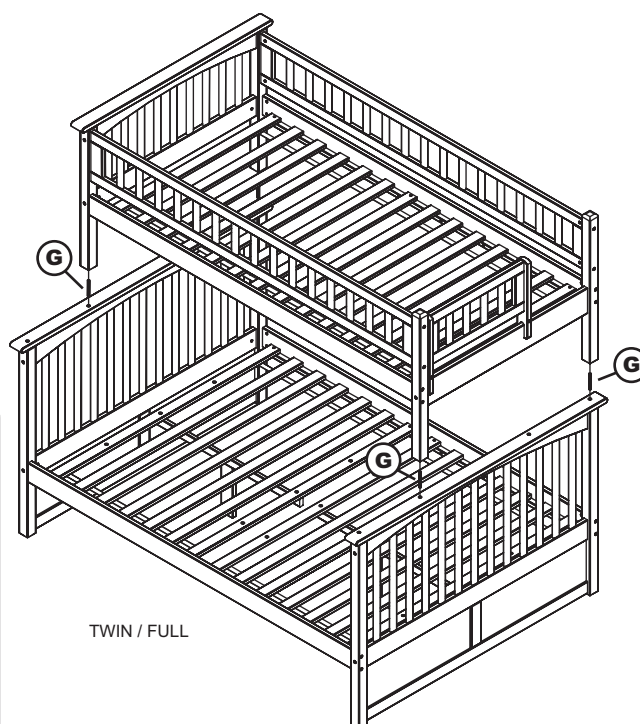


STEP 8

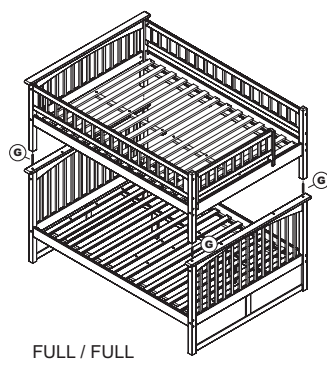
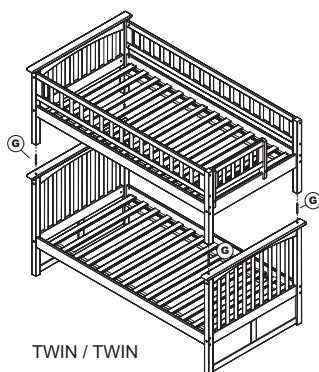
Insert metal pins (G) into the holes on top of the lower panels. Lift the upper panels onto the lower panels as shown, and fit the metal pins into the holes in the bottom of the upper panel legs.



CAUTION
This step requires
two strong people.

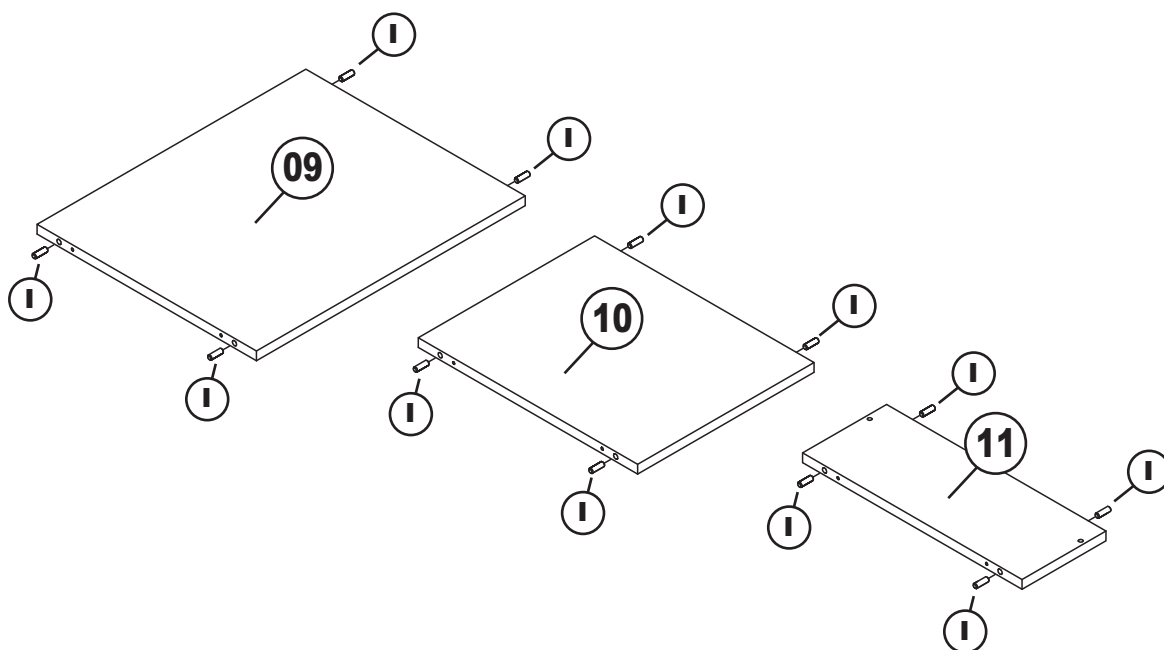


TWIN / FULL

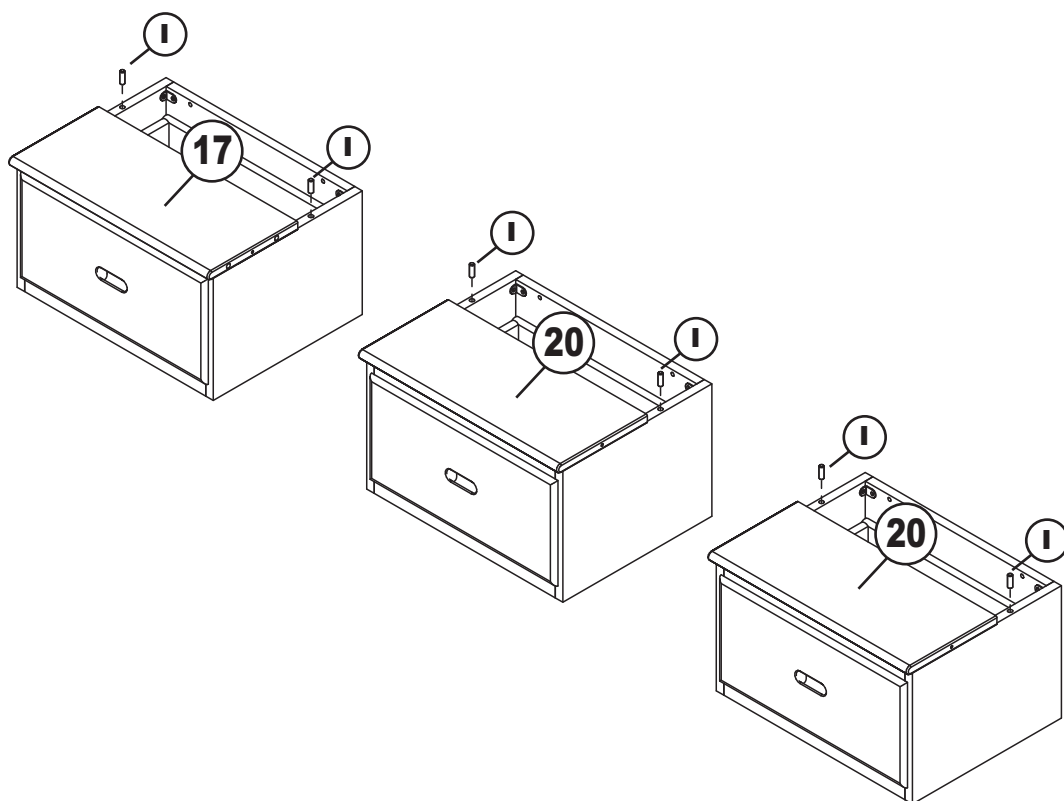


STAIRCASE BOOKSHELF

STEP 9 Insert wooden dowels (I) into the shelves (09)(10)(11) as shown below.



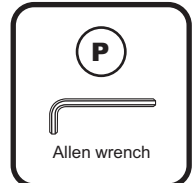
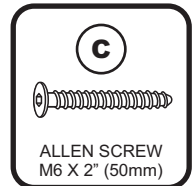
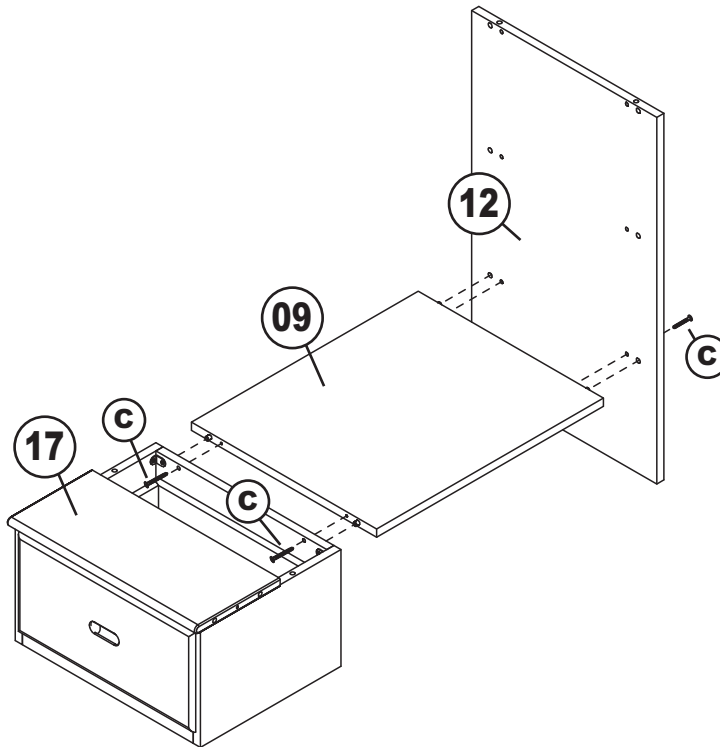
STEP 10 Insert wooden dowels (I) into the bottom drawer (17) and middle drawer (20) as shown below.



STAIRCASE BOOKSHELF

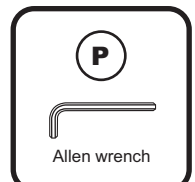
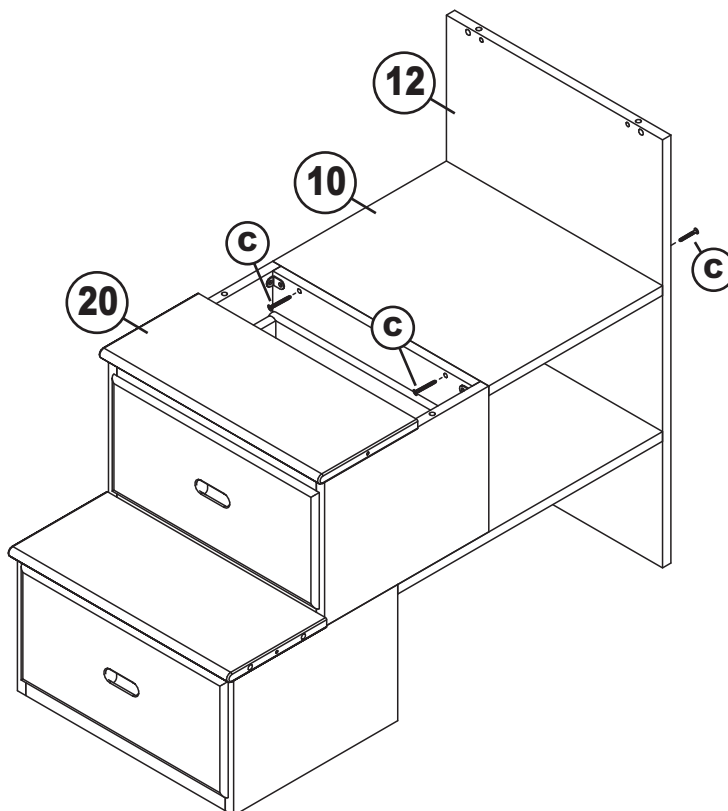
STEP 11

Attach the bottom shelf (09) to the bottom drawer (17) and back panel (12). Using Allen screw M6 X 2" (C). Tighten with Allen wrench (P).



STEP 12

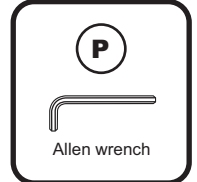
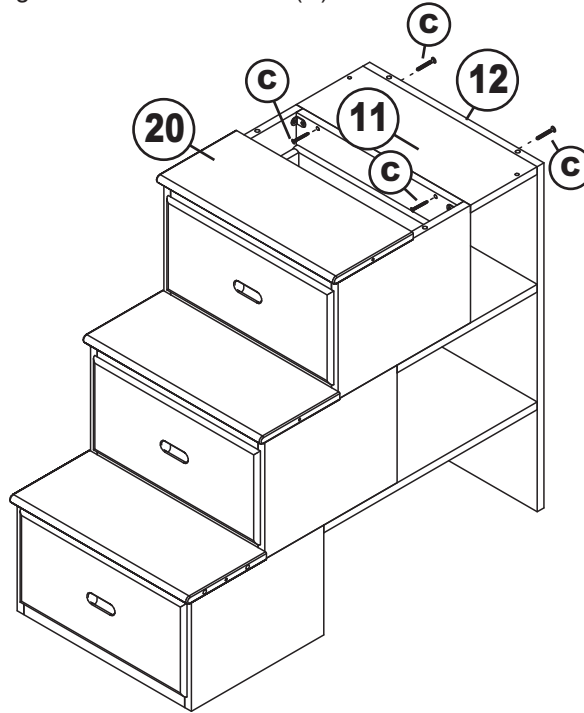
Attach the middle shelf (10) to the middle drawer (20) and back panel (12). Using Allen screw M6 X 2" (C). Tighten with Allen wrench (P).



STAIRCASE BOOKSHELF

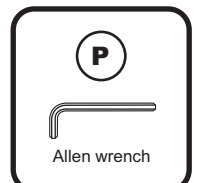
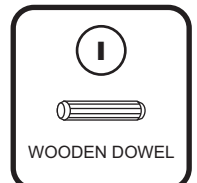
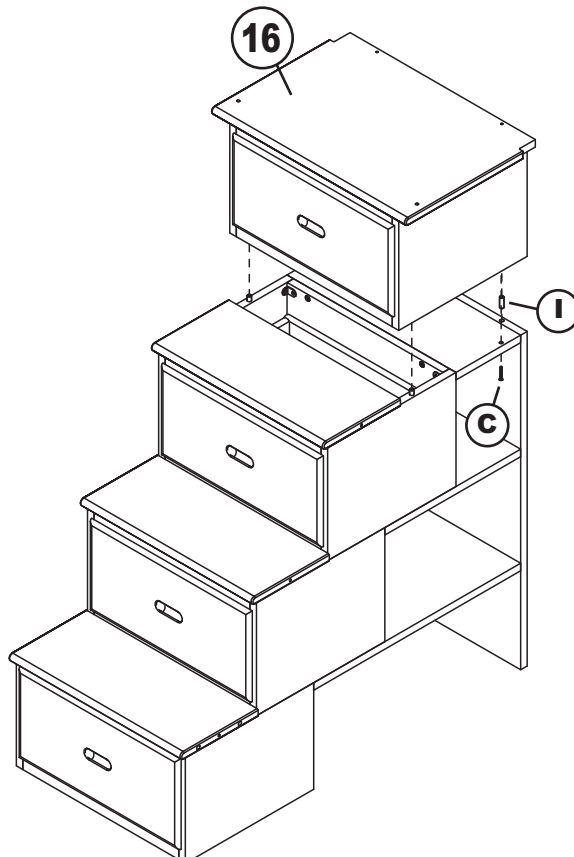
STEP 13

Attach the top shelf (11) to the middle drawer (20) and back panel (12). Using Allen screw M6 X 2" (C). Tighten with Allen wrench (P).



STEP 14

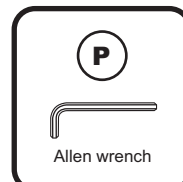
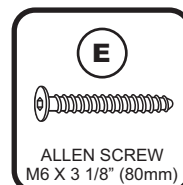
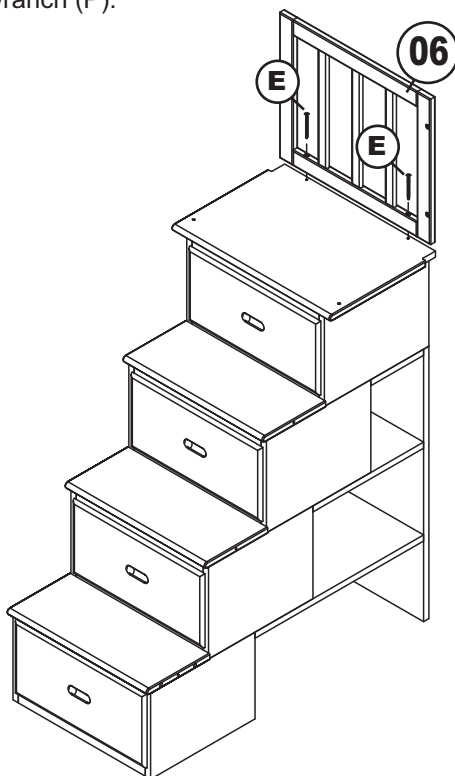
Attach the top drawer (16) as shown below. Using wood dowels (I) and Allen screw M6 X 2" (C). Tighten with Allen wrench (P).



STAIRCASE BOOKSHELF

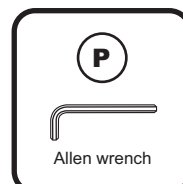
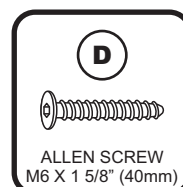
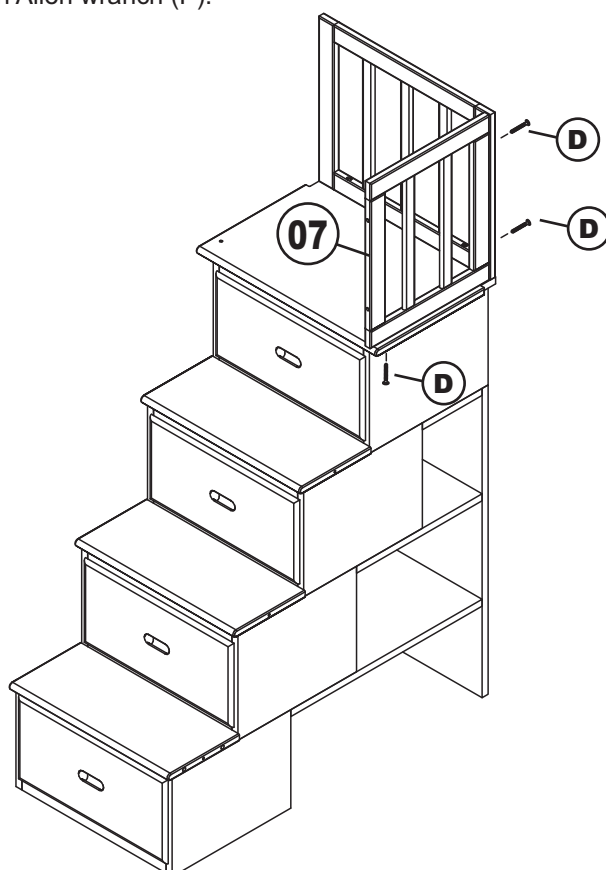
STEP 15

Attach back guard rail (06) as shown below. Using Allen screw M6 X 3 1/8" (E). Tighten with Allen wrench (P).



STEP 16

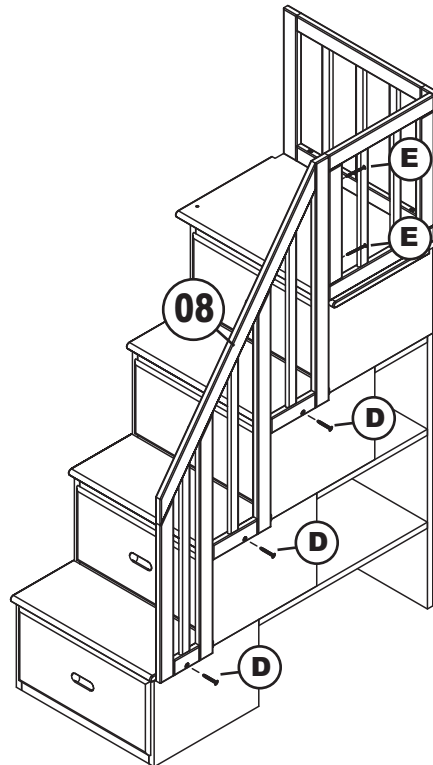
Attach side guard rail (07) as shown below. Using Allen screw M6 X 1 5/8" (D). Tighten with Allen wrench (P).



STAIRCASE BOOKSHELF

STEP 17

Attach hand guard rail (08) as shown below. Using Allen screw M6 X 3 1/8" (E) and M6 X 1 5/8" (D). Tighten with Allen wrench (P).



E



ALLEN SCREW
M6 X 3 1/8" (80mm)

D



ALLEN SCREW
M6 X 1 5/8" (40mm)

P



Allen wrench

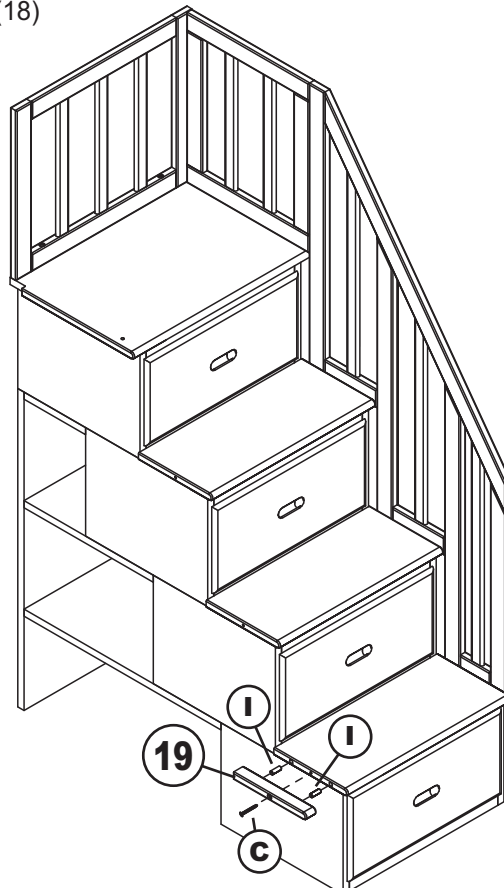


Adult assembly

STEP 18

Attach special block full (19) as shown below. Using wood dowels (I) and Allen screw M6 X 2" (C). Tighten with Allen wrench (P).

Note: Using special block twin (18) for lower panel twin size.



C



ALLEN SCREW
M6 X 2" (50mm)

I



WOODEN DOWEL

P



Allen wrench



Adult assembly

STAIRCASE BOOKSHELF

STEP 19

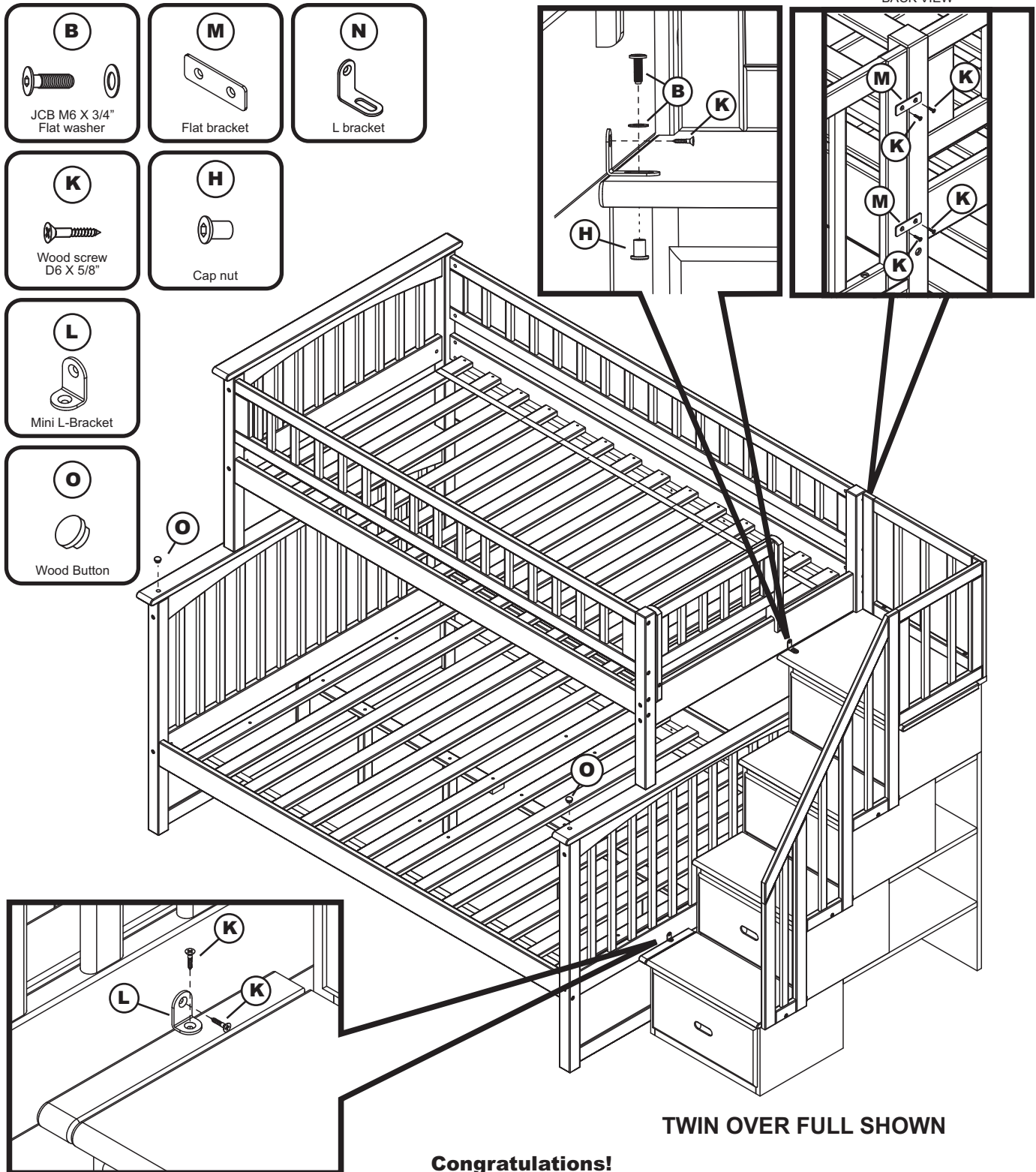
Move the bunk bed and staircase assemblies where you want to place them in the room. Attach staircase assembly to the bunk bed assembly as shown below.

Using mini L bracket (L), wood screw D6 X 5/8" (K). Using flat bracket (M), wood screw D6 X 5/8" (K).

Using L-Bracket (N), JCB M6 X 3/4" + washer (B) and wood screw D6 X 5/8" (K).

Tighten with Allen wrench (P) and Phillips head screwdriver. (Customer supplied).

Lastly, cover holes with wood buttons (O)(Twin Full, Full Full).



Congratulations!

Your staircase bunk bed is now ready for use.

We recommend that you double check that all screws are tight, and that all parts are secure before use and periodically check that all screws are tight to ensure lasting safety.