

Apartment and Residence Hall Furniture Instructions

All apartments and residence hall bedrooms are furnished with a desk, dresser, and adjustable bed for each student. The junior loft bed configuration is the most popular and space efficient set-up, allowing the dresser and other items to be stored under your bed. If you prefer this option, and most students do, no action on your part is necessary.



The Junior Loft

- Most popular set-up for students
- All beds are set to the junior loft position prior to your arrival
- Allows for storage under the dresser
- No need to decide who will sleep on the top bunk

Figure 1: Junior Lofted Bed
(Standard set-up prior to arrival)

If you prefer not to have a junior loft, you may remove the dresser from under the bed and lower your bed to the desired position. If you have a medical condition or disability that makes it advisable not to sleep on an elevated bed, choose the appropriate bed configuration

Adjusting Height of Beds (see figure 2)

You may remove the dresser from under your bed and adjust the bed to a lower position.

Materials and Resources Needed

1. Rubber mallet – available for check-out from the front desk of the Community Center or your Resident Assistant
2. You will need assistance (at least two people total) to complete modification of your beds
3. View written instructions before beginning modification, www.uwgb.edu/housing

Instructions

1. Remove mattress from bed.
2. With one person standing on each end of the bed, use rubber mallet to tap on underside of the hook plate to free the hook plate from the pin.
3. Repeat the same procedure for the opposite side of the headboard/footboard
4. Use the rubber mallet on opposite end of bed, repeat step 1.
5. Repeat same procedure for opposite side of the headboard/footboard.
6. Adjust bed frame to desired height, beginning with one side (either footboard or headboard end) and repeat for Z opposite end.
7. Use the rubber mallet to tap on the top of the bed frame, just above the hook plate to ensure that the hook plate is securely resting on the built in pin.

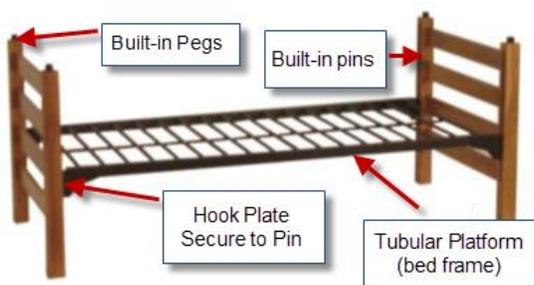


Figure 2: Bed can be adjusted by raising/lowering the bedframe to the desired position
You will need a helper and rubber mallet (see instructions above)

Bunking Your Beds

Some students prefer having their beds bunked. You can make this modification on your own with the assistance of a helper*.



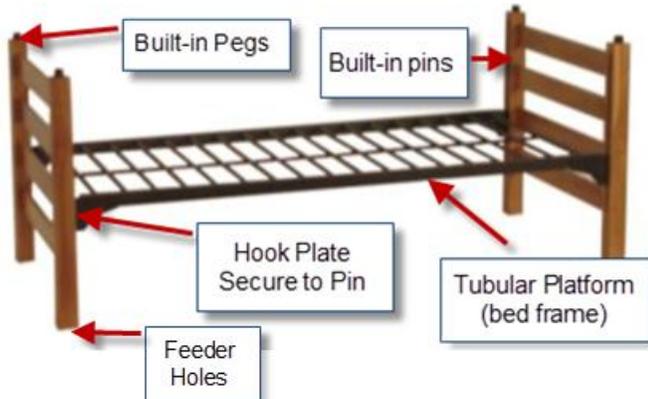
Figure 3: Bunked Beds

Should I bunk my beds? A few considerations:

The bunked bed configuration helps to maximize floor space, but doesn't allow for placement of dressers and other items under the beds.

- This set-up allows for students to use their dressers to place items on such as televisions, microwaves, etc.
- Some students prefer bunked beds, but not all students desire to sleep on the top bunk
- If you have a medical condition or disability that makes it advisable not to sleep on an elevated bed, discuss with your roommate and choose the appropriate bed configuration

*Students in buildings 3326, 3332, and 3334 must submit a maintenance request to have their beds bunked.



Materials and Resources Needed

1. Rubber mallet - available for check-out from the front desk of the Community Center or your Resident Assistant
2. You will need assistance (at least two people total) to complete modification of your beds
3. View written instructions before beginning modification, www.uwgb.edu/housing

Instructions (two people required):

1. Remove mattresses from bed.
2. Determine desired height from top of bottom bed to the frame of the top bed.
3. Insert support rail of the bottom bed into the end of channel of one of the long Headboards (at your determined height)
4. Tap the Tubular Platform at the hook plate with a rubber mallet to ensure it attaches securely to the built-in pin.

5. Repeat for other end using the other headboard (it will be the longer one)
6. Make sure that all hook plates are securely placed on the pins inside the head board and footboard.

Assembling to top bed

1. Repeat instructions above for assembling the support rail to the shorter footboards.
2. Determine the desired height from the ceiling and from the top of the mattress of the bottom bed to the rails of the top bed.
3. Simply place one bed on top of the other. Use the stacking pins as a guide and make sure the stacking pins on the bottom bed fit snugly into the receiver hole end that are on the bottom of the headboard on the top bed. Two people are required for this step. When completed, have one person lift the bed evenly and place on the built-in pegs on top of the bottom bed.
4. Ensure that all pegs are squarely placed inside of the receiver holes in the bottom of the “feet” of the top bed.

Liability

The Board of Regents of the University of Wisconsin, its officers, employees, and agents and the UW-Green Bay Residence Life Office are not liable for property belonging to you which may be lost, stolen, or damaged in any way anywhere on the premises, including storage facilities, unless caused by negligence of a University employee. You agree to hold harmless the University, the Residence Life Office, its officers, employees and agents and to indemnify them for, any claims for damages sustained by you or others in your room as a result of acts or omissions relating to any changes or modifications made by you to your room or furnishings such as the lofts, bunk beds, bookshelves, partitions or other structures. This makes you financially responsible to the University, in the event a person who is injured by a hazard constructed by you claims that the University is liable for damages. You cannot modify the basic apartment/room or furniture structure at any time without prior permission from the Residence Life Director, except as described on the bed configuration information pertaining to your specific building.