Lofting Instructions
LOFT to BED (De-Lofting)

Step 1
Remove the mattress from the loft. Set aside.

Step 2 (Lower the upper unit)
With two or more people, grasp both bed ends of the upper unit and uniformly lift and separate the upper unit from the lower unit. Place the upper unit, now the bed, on the floor.

Step 3 (Disassemble the lower unit)
With two or more people, grasp both ends of the support beam joining the lower bed ends and uniformly lift and separate the support beam from the bed ends. If the loft has two support beams, then remove the top support beam before removing the bottom support beam. A mallet, available by contacting the front desk, may be necessary to remove the support beam from the bed ends. Place the parts on the floor.

Step 4 (Placement and storage)
Position the bed so the bed guard is against a wall. Place the mattress upon the bedspring and store the unused parts in the room.

Caution
Avoid hitting a sprinkler head when moving items. Large volumes of water will flow out of the sprinkler head. Damage to the surrounding area will occur.

Do not use damaged parts or substitute parts. Damaged or missing parts can be replaced by contacting the front desk, or by submitting an eWORF FixIt request: housing.umn.edu/eWORF.

Need Assistance?
Room Service
Do you need something repaired or replaced in your room? Notify us by completing an electronic work order request form. Go to https://housing.umn.edu/current and click “Submit an eWORF.”

Common Area Service
Are you aware of a maintenance or custodial need in a common area? Notify us by completing an electronic work order request form. Go to housing.umn.edu/current and click “Submit an eWORF.”