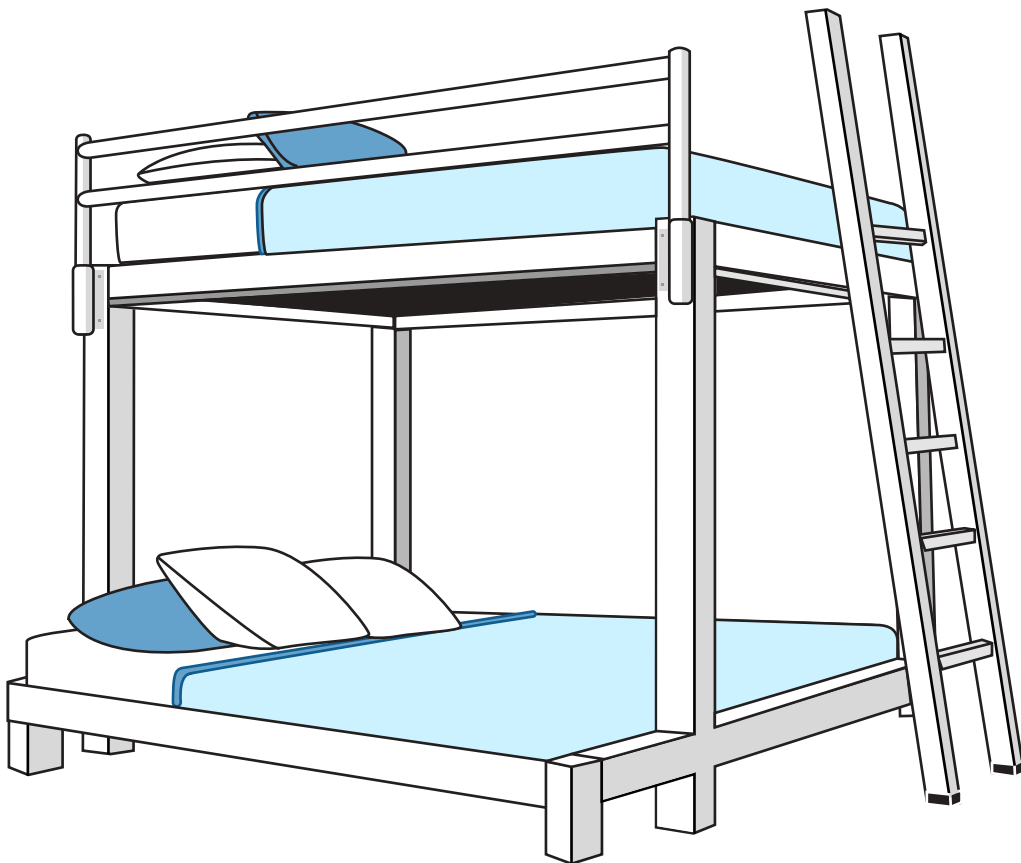




FRANCIS  
LOFTS & BUNKS

# Put it Together – MIXED BUNK



## ! CAUTION

**Pieces are heavy.** Do not attempt to stand up or balance pieces without support.

We recommend a minimum of **2 people** for safe assembly. A third will make it easier.

Be careful when handling and moving so you do not damage or scratch any pieces.

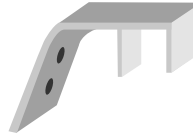
Do not lay out or assemble on an abrasive floor surface.

**Note:** We recommend the use of Guard Rails on all sides of the top bed platform for anyone under the age of 13.

## Pieces (For top Loft)



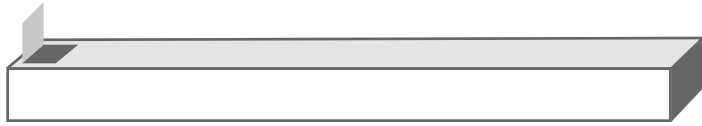
**Long Bed Rail** x4  
(80" King/Queen, 75" Full/Twin)



**Ladder Brackets** x2



**Fabric** x1



**Bed Post** x4 (78", 88" or 98")



**5/32" Large Allen Wrench** x1

**Ladder** x1



**Short Bed Rail** x4  
(69" King, 53" Queen, 47" Full, 32" Twin)



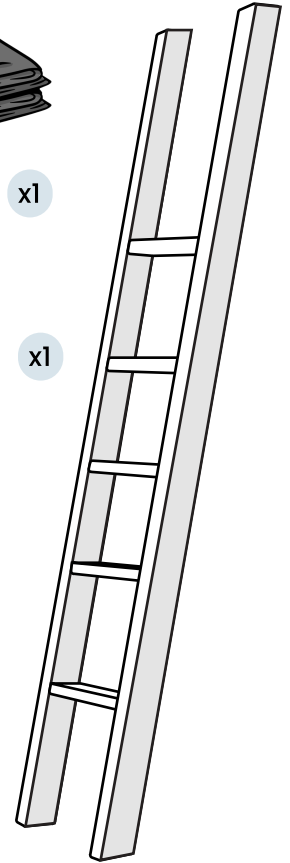
**1/4-20 x 7/8" Pan Head Screw** x65



**1/4" Lock Washer** x65



**Short Bed Rail** x2  
(11" Twin over Full, 17" Twin Over Queen, 2" Full XL over Queen, 33" Twin XL over King, 18" Full XL over King, 12" Queen over King)



**2x4" Wood Slat** x10

(Each bed platform will have 5 2"x4" and 2 2"x8" unless additional slats)



**2x8" Wood Slat** x4

### GUARD RAIL PIECES



**1/4-20 x 1-1/4 Pan Head Screw** x4



**Plastic Plug** x4



**Side Mount Bracket** x2



**1/8" Small Allen Wrench** x1

**5/32" Large Allen Wrench** x1



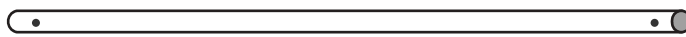
**Guard Rail Post** x2



**Lock Washer** x4



**Silver Set Screw** x2



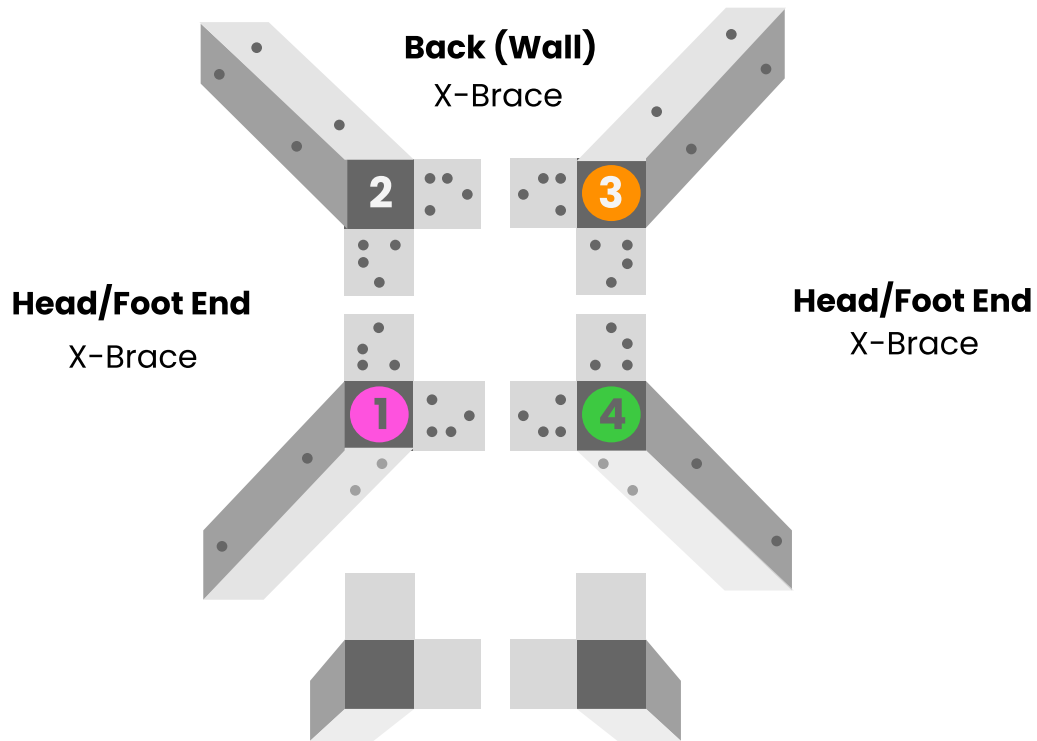
**Guard Rail Pipe** x2



Scan the QR code to watch a short assembly video on YouTube.

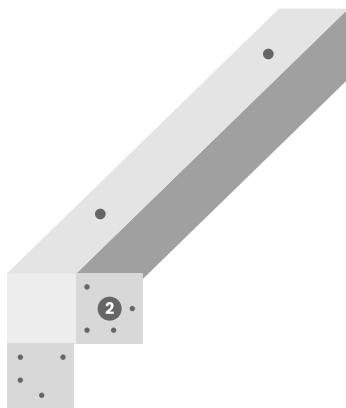
## Top View of Posts

Your Posts should be aligned this way.

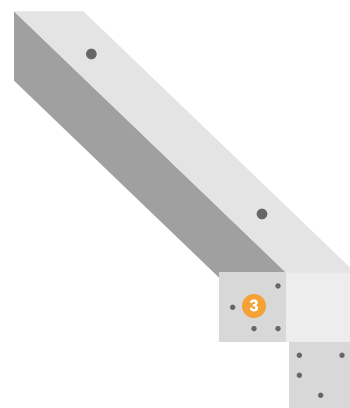


### Step 1

Lay back Post #2 & Post #3 on floor with L-brackets facing down and toward each other.



(A)



(B)

(A) Post #2

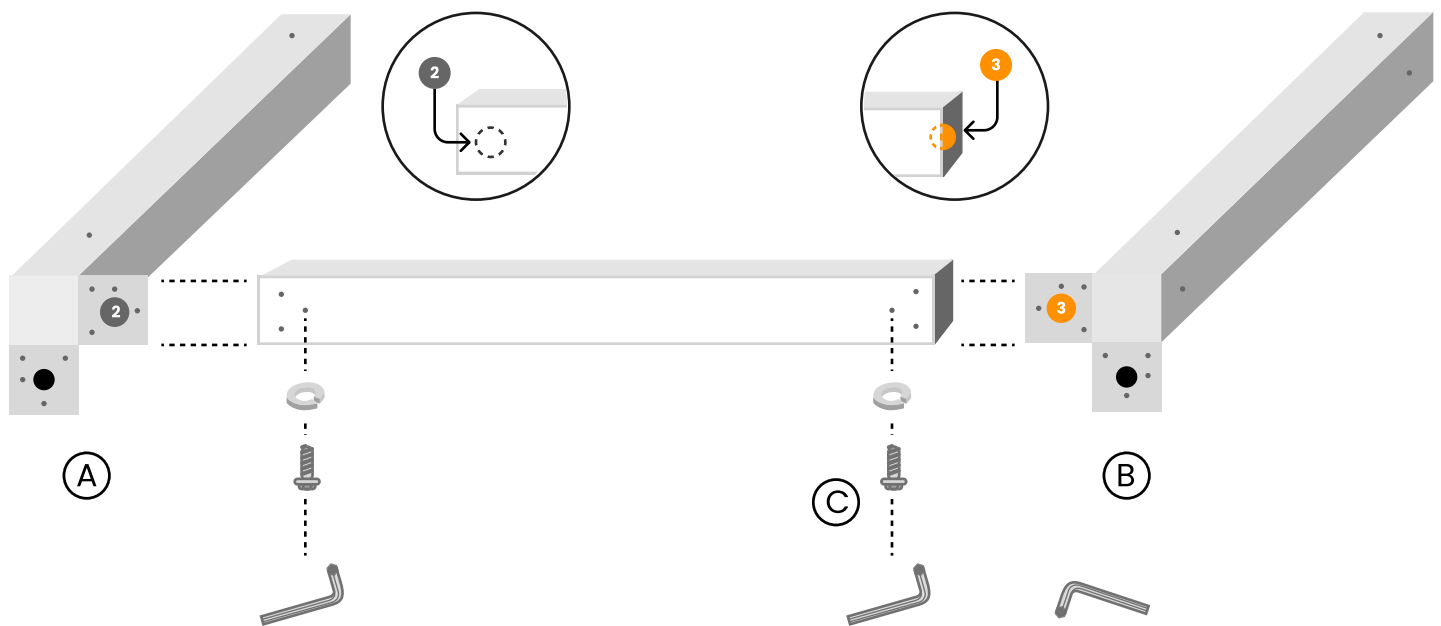
(B) Post #3

## Step 2

Slide Long Bed Rail with notched openings onto the silver L-brackets ensuring that the L-brackets are concealed inside the Bed Rails with notched openings facing the floor and pre-drilled holes facing the top of Posts.

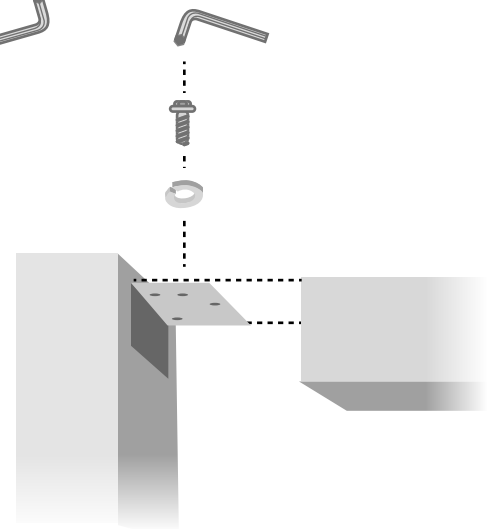
### **Note**

Numbered stickers inside of Long Bed Rails should match numbers on post L-Brackets.



## Step 3

Insert Lock Washers and 1/4 - 20x7/8" Pan Head Screws into top of bed rail(s) and loosely tighten with 5/32" Large Allen Wrench.



(A) Post #2

(B) Post #3

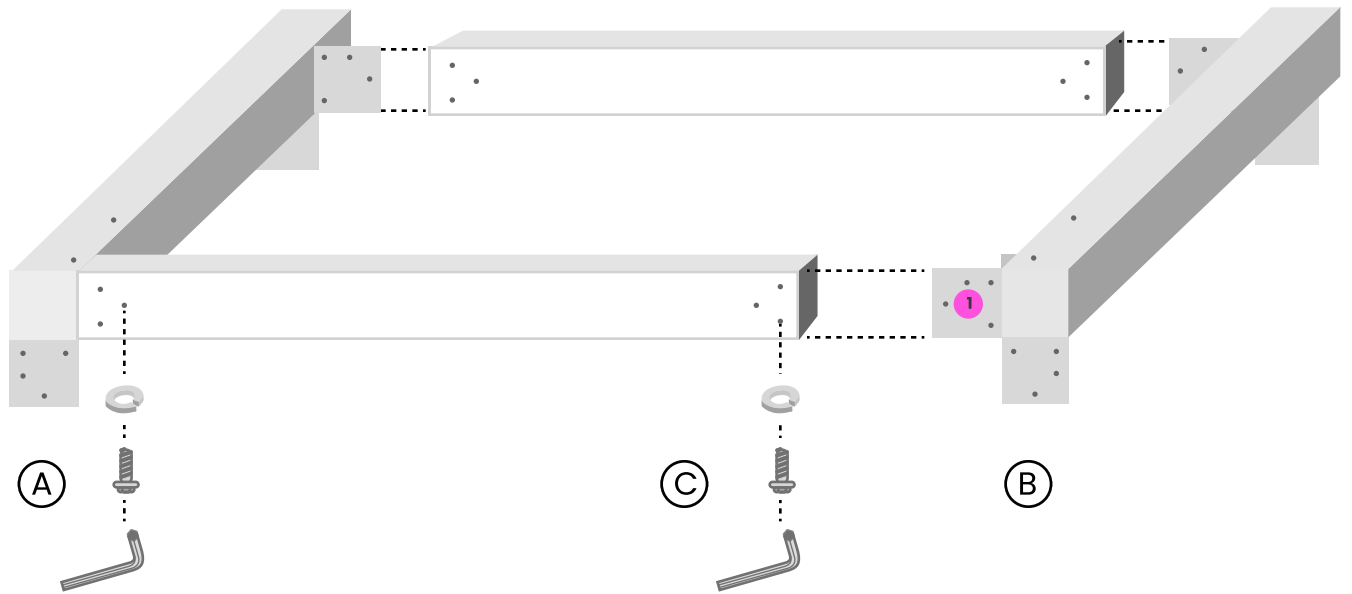
(C) Pan Head Screws and Split Washers

## Step 4

Stand up Post #2 & Post #3 assembly (back half). DO NOT TIGHTEN SCREWS.

## Step 5

Lay front bed Post #1 & Post #4 on floor with J-Brackets facing down and towards each other.

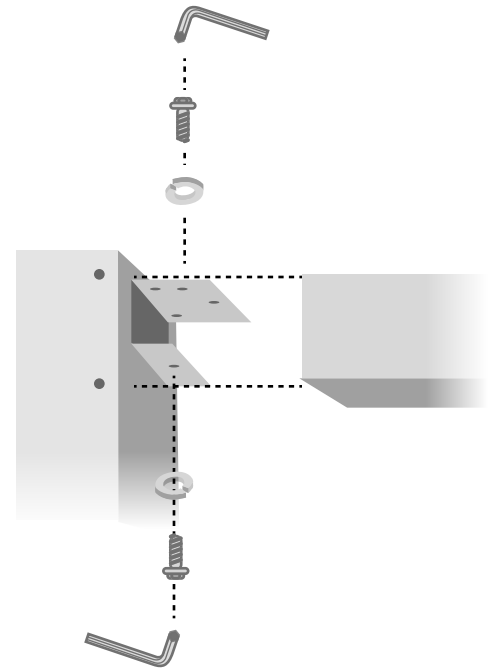


## Step 6

Repeat **Step 2 & 3**

## Step 7

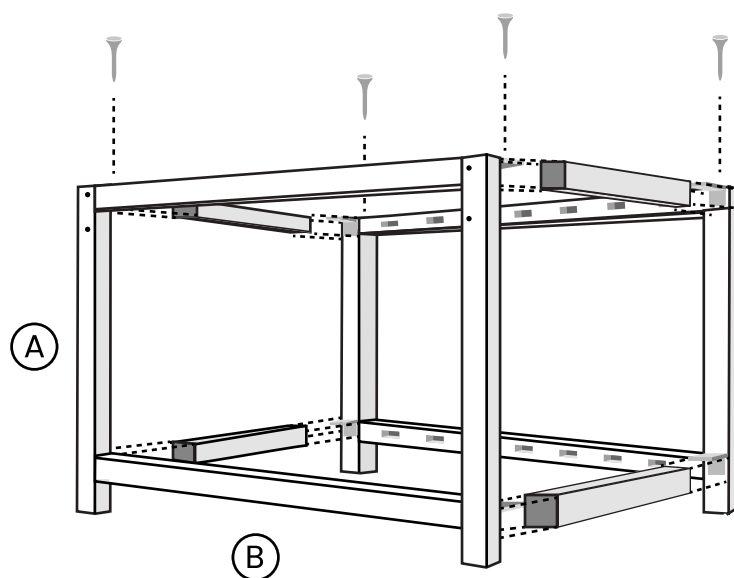
Stand up Post #1 & Post #4 assembly (front half).



- (A) Post #4    (B) Post #1    (C) Pan Head Screws and Lock Washers

## Step 8

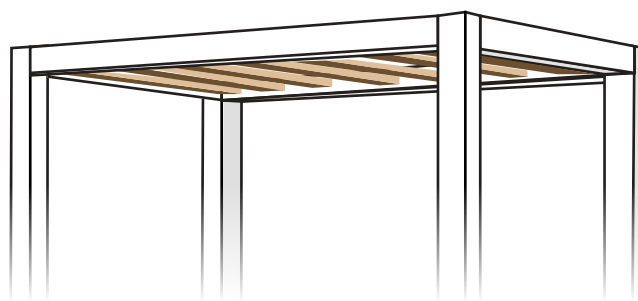
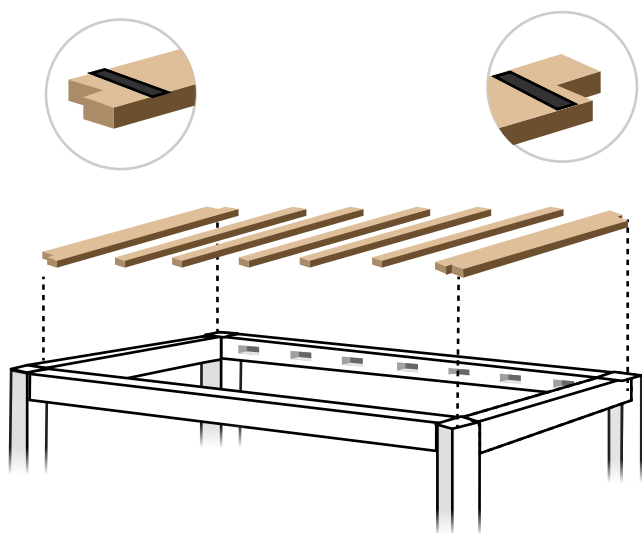
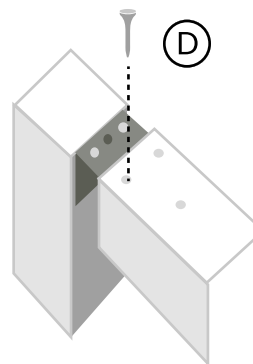
With front and back assemblies standing, slide Short Bed Rails with predrilled holes facing the ceiling approximately halfway onto the J and L-Brackets. Take Golf Tee and insert into hole as shown to keep Bed Rails spread apart for installation of wood slats. Golf Tees do not replace a person. Someone needs to hold both halves securely until after **Step 11**.



## Step 9

Insert 2x4" into notched openings in the Long Bed Rails on both sides of bed for top bunk only.

The 4 2x8" must be inserted into the outermost openings next to the short Bed Rails with notched area towards the end. There are 2 per bed platform.



(A) Bed Post

(B) Long Bed Rails

(C) Wood Slats

(D) Golf Tee

## Step 10

If bed has Pillow Support option,  
insert pillow support pipes into the  
6 cups (which are attached to  
Post #3 & Post #4 as default)  
BEFORE completing **Step 12**.



## Step 11

Alternately push front and back assemblies together until short bed rails are tight  
against the posts. Insert split washers and 1/4-20x7/8" pan head screws in short  
bed rails and LOOSELY tighten.

## Step 12

Lay the 2 Small Bed Posts on the floor with the L-bracket facing down and toward  
each other like Step 1.



(A)

(A)

## Step 13

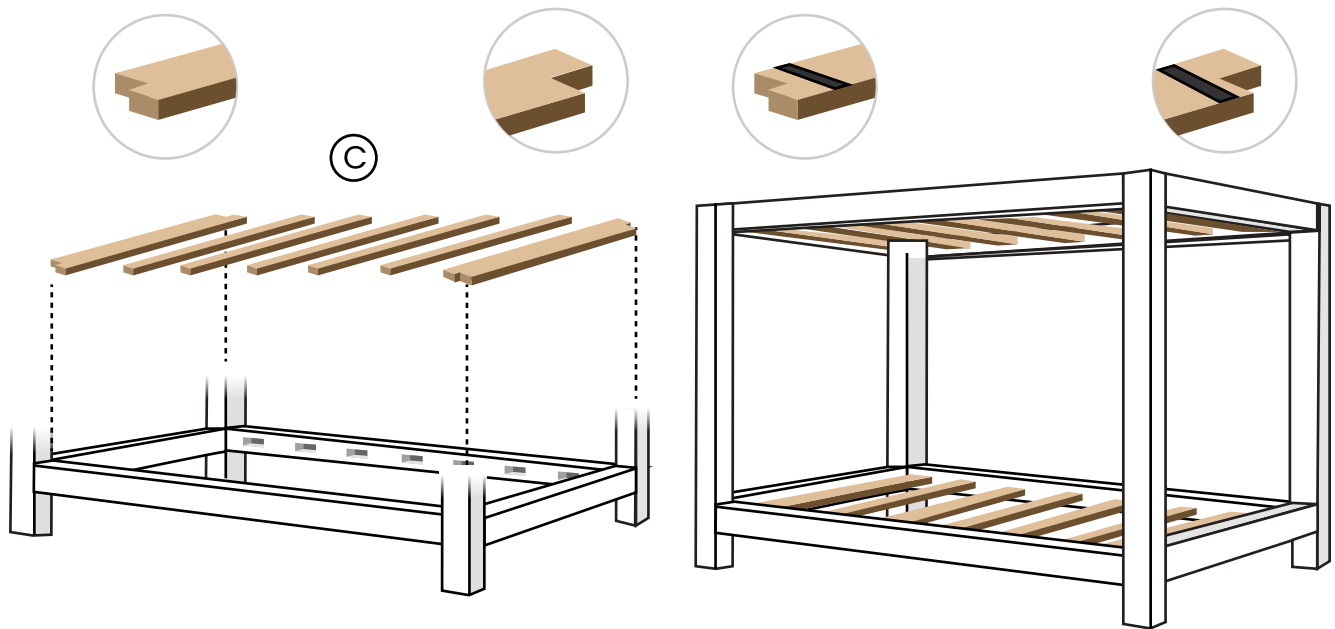
Repeat **Steps 2, 3, & 4**.

(A) Small bed Post

(B) Short Bed Rails

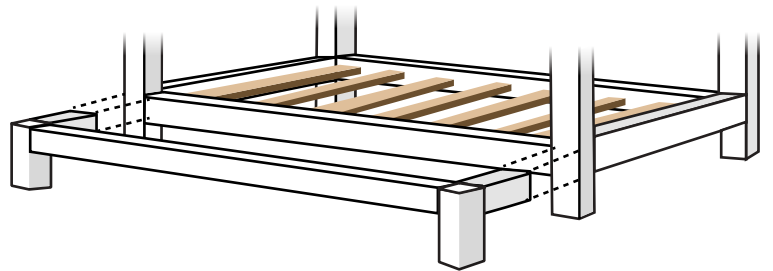
## Step 14

Insert bottom Wood Slats. Refer to **Step 9**.



## Step 15

Slide the 2 smallest Short bed rails onto the bottom L-brackets of main bed frame.



## Step 16

Repeat **Step 11**.

## Step 17

All bed rails tight to Bed Post, make sure square, and then tighten all 12 screws while applying pressure. Repeat on all bed posts.

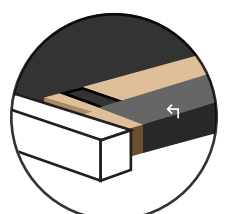
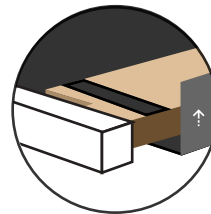
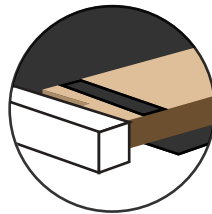
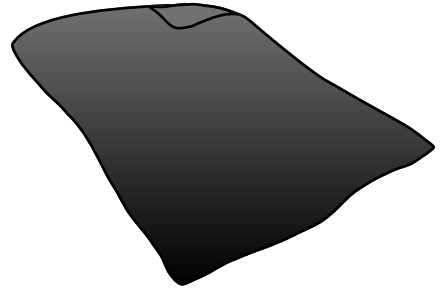


## Step 18

Position the fabric beneath the Wood Slats of the top platform. Wrap one end around the first 2x8" Wood Slats so it covers approximately half of the top surface, then press firmly onto the Velcro locations to secure it.

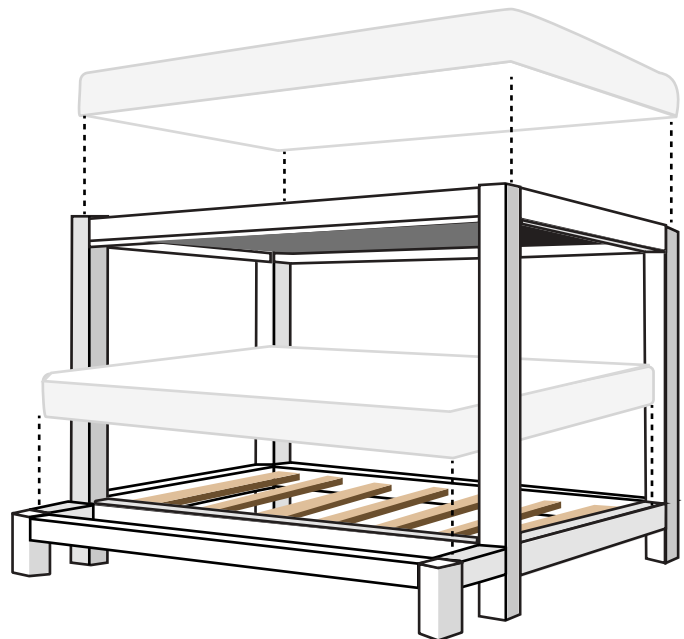
Pull the fabric beneath the Wood Slats, keeping it smooth and tight. Wrap the opposite end around the top of the second 2x8" Wood Slat so it covers approximately half of the top surface, then press firmly onto the Velcro locations to secure it.

Make adjustments as needed.



## Step 19

Place Mattress onto bed frames



## Assemble Guard Rail

### Step 20

Put one post on level floor against something solid like a wall.

Slide top pipe onto casting of first post lining up holes in bottom of pipe with the slots in bottom of castings. Repeat with bottom pipe.

#### Note

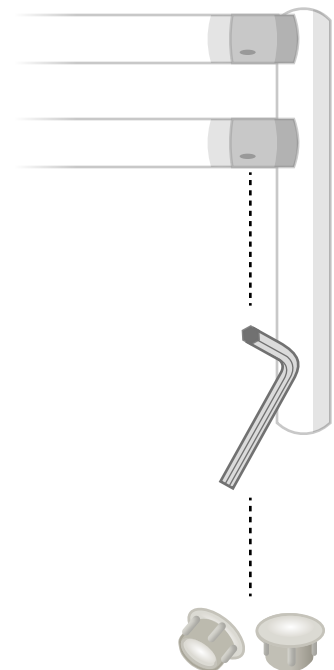
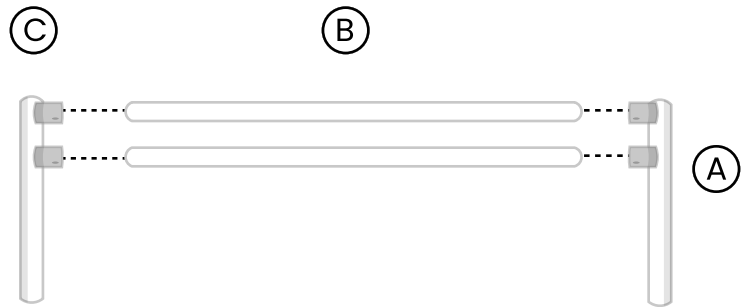
Warning label should be toward the inside of the bed.

Slide 2nd post onto other end of pipes.

Post should be flush with the pipe with no gap.  
Use 1/8" Small Allen Wrench to tighten 4 internal set screws.

Install 4 plastic plugs into the 1/2" diameter holes.

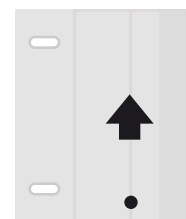
Now it's time to connect to the bed frame.



### Step 21

Assemble Side Mount Brackets on front Post #1 & Post #4 with the 2 set screws located towards the top of the bracket.

The arrow on the back should be pointing up as shown.



(A) Guard Rail Post

(B) Guard Rail Pipe

(C) Castings

Align the two long slots of the Side Mount Brackets with the rivnuts in the bed posts. Insert Lock Washers and 1/4-20x1-1/4" Pan Head Screws and loosely tighten with 5/32" Large Allen Wrench.

**! Note**

Install all guard rail brackets you've ordered.

## Step 22

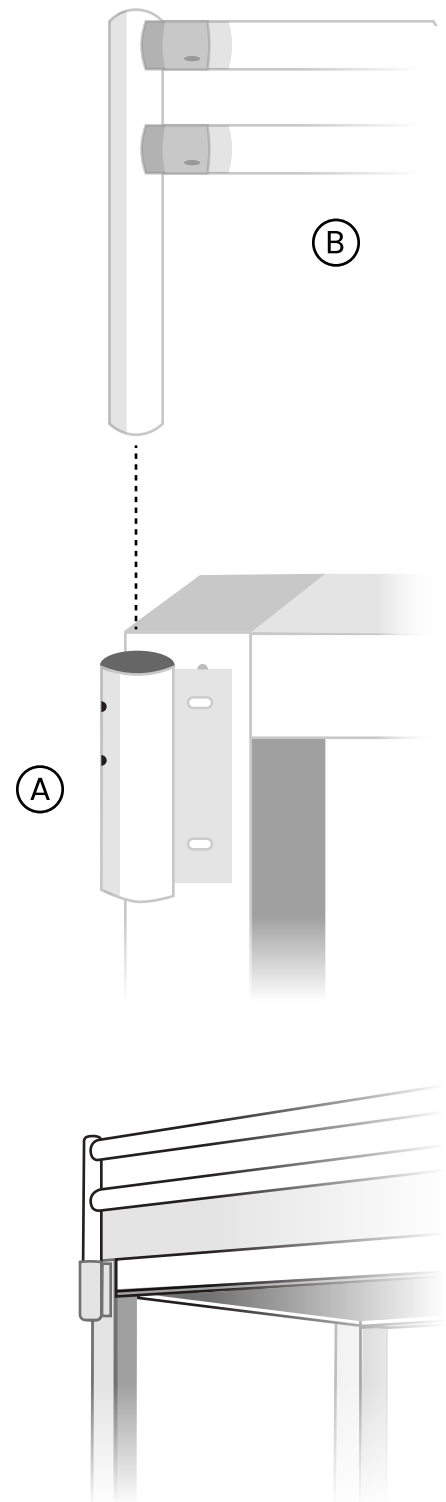
First, back out the two set screws a turn or two in Side Mount Brackets.

Carefully and evenly slide Guard Rail(s) into Side Mount Brackets at the same time until top of the bottom pipe is level with top of Mattress. The top of the Guard Rail(s) must be no less than 5-1/2" above the top of the mattress. Tighten set screws on each Side Mount Bracket with the 1/8" Small Allen Wrench to hold guard rail height.

## Step 23

Tighten all of the Side Mount Brackets to the Bed Posts.

Tighten set screws on pillow support cups with Small Allen Wrench, if bed has pillow supports.

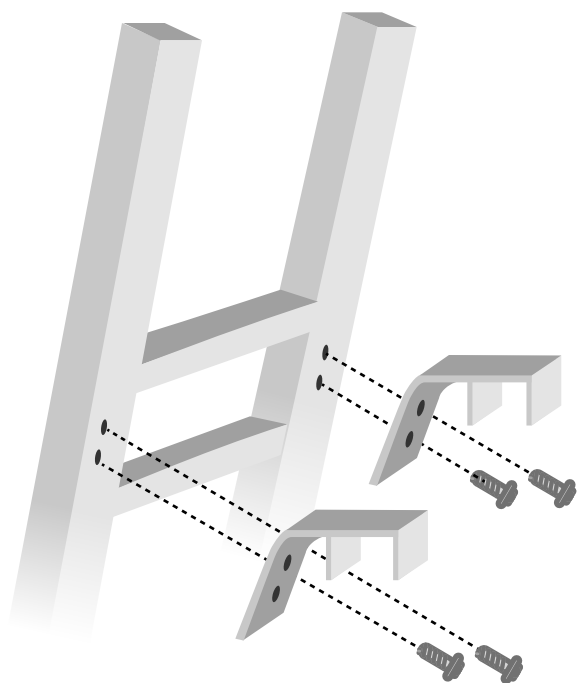


(A) Side Mount

(B) Guard Rail

## Step 24

Mount ladder brackets onto ladder with prongs facing down. Insert Lock Washers and 1/4-20x7/8" pan head screws and tighten with 5/32" Large Allen Wrench.

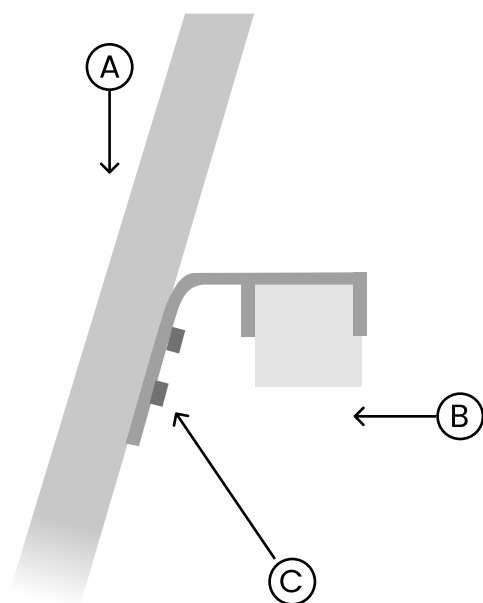


## Step 25

Hook ladder brackets over the Bed Rail in desired location.

### **Note**

Ladder is designed to be placed on any 4 sides of the bed - including the front with side rail.



(A) Ladder

(B) Bed Rail

(C) Pan Head Screws and Lock Washers



## WARNING

To prevent serious or fatal injuries from entrapment or falls:

- Never allow a child under 6 years on upper bunk(s).
- Use only a mattress that is \_\_\_\_\_ inches long and \_\_\_\_\_ inches wide on upper bunk(s).
- Ensure thickness of mattress and foundation combined does not exceed \_\_\_\_\_ inches and that mattress surface is at least 5 inches below upper edge of guardrails.



## WARNING

To prevent serious or fatal injuries from entrapment or falls:

- Do not allow children under 6 years of age to use the upper bunk(s).
- Use guardrails on both sides of the upper bunk(s).
- Prohibit horseplay on or under beds.
- Prohibit more than one person on upper bunk(s)
- Use ladder for entering or leaving upper bunk(s)