ADJUSTING YOUR JUNIOR LOFT BED

Please do not attempt to reposition the bed if you are not sure how to do it properly. You can hurt your back or damage the bed. Damages can cost you anywhere from $145 to $725.

1. ADJUSTING THE BED HEIGHT REQUIRES THREE PEOPLE: two to stand on each end of the frame and disengage the hooks, and one to stand at the side of the bed to support the spring.

2. The bed spring has two hooks on each end that insert over the steel rods on the steel channel embedded in the wood end. When changing your bed height, it is important to disengage both hooks on each end of the spring. If both ends are not disengaged, you may damage the bed spring or the wood.

3. Lifting up on the spring while one foot is on the lower wooden cross rail disengages the spring. Sometimes it requires an upward tapping under the corner connection to dislodge the spring hooks from the steel rods.

Your 24-hour desk has rubber mallets available for checkout. These can be useful for dislodging the spring hooks.

4. Your bed needs to be the same height it was upon check-in (third peg from the top). You can perform the work yourself with two helpers, or have Housing staff reposition the bed for you. Please enter a Maintenance Request at https://utdirect.utexas.edu/hfis/FAMS_famisSubmit.WBX

Please be aware that you will be charged $50 on your “What I Owe” page. There is a $50 charge for beds not in their original position.

5. If your bed does not come with a side guard rail and you would like to have one, please submit a Maintenance Request and Housing staff will install a guard rail at no charge.