When you move out, your bed needs to be the same height it was upon check in. There is a $75 charge for beds not in their original position. This charge will appear on your “What I Owe” page.

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.

1. 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.

2. 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.

3. When you move out, your bed needs to be the same height it was upon check in. There is a $75 charge for beds not in their original position. This charge will appear on your “What I Owe” page.

4. 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. If the bed is damaged in the adjustment process, you will be charged a fee.

ADJUST YOUR BED YOURSELF AND FOLLOW STEPS 1 – 4

HAVE HOUSING STAFF ADJUST YOUR BED

1. If you want your bed lofted, you can put in a maintenance request and housing staff will adjust your bed for a one-time $75 fee. The charge will appear on your “What I Owe” page. Enter a maintenance request at https://utdirect.utexas.edu/hfis/FAMS_famisSubmit.WBX

2. Housing staff will begin lofting beds on Monday, Aug. 23. Within a week of submitting your maintenance request, they will loft your bed.

3. When you move out, you may leave your bed in the adjusted position without being charged a second time.

ADJUSTING YOUR JUNIOR LOFT BED

Some rooms in Andrews, Blanton, Carothers, Kinsolving, San Jacinto and Whitis Court may have this bed. Check with your Resident Assistant or front desk for more information. You have two options for adjusting your bed – housing staff can do it or you can do it yourself.

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