



Bayside[®]
FURNISHINGS

Twin Over Full Bunk Bed

ITM. / ART. 4560012

Model # JORTOFBB

ASSEMBLY INSTRUCTIONS

**IMPORTANT, RETAIN FOR FUTURE
REFERENCE: READ CAREFULLY**

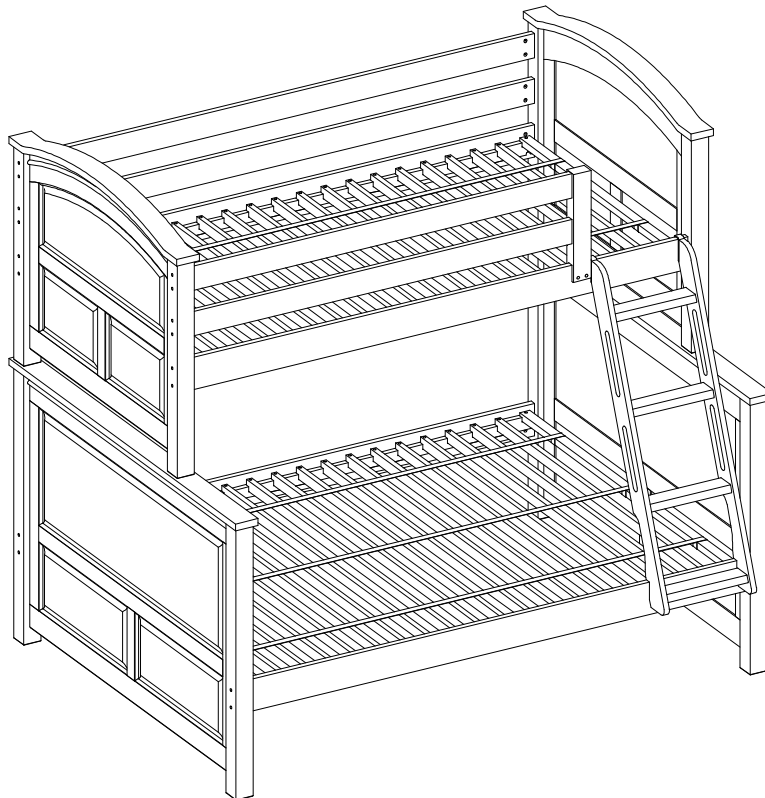
If you have any questions regarding assembly or if parts are missing, **DO NOT** return this item to the store where it was purchased. Please call our customer service number and have your instructions and parts list ready to provide the model name, part name or factory number:

1-877-494-2536 (English, French and Spanish)

Pacific Standard Time: 8:30 a.m. - 4:30 p.m., Monday to Friday
(In U.S., Canada, and Mexico only)

Or visit our website www.baysidefurnishings.com

For customer service outside of North America, please e-mail your request to
parts@baysidefurnishings.com



Date 2017-12-08 Rev. 0001-B Factory: RKRECO



ALWAYS USE GUARDRAILS ON BOTH LONG SIDES OF THE UPPER BUNK. IF THE BUNK BED WILL BE PLACED NEXT TO THE WALL, THE GUARDRAIL THAT RUNS THE FULL LENGTH OF THE BED SHOULD BE PLACED AGAINST THE WALL TO PREVENT ENTRAPMENT BETWEEN THE BED AND WALL.

STRANGULATION HAZARD - Never attach or hang items to any part of the bunk bed that are not designed for use with the bed; for example, but not limited to, hooks, belts, and jump ropes.

Prohibit more than one person on upper bunk.

Mattress thickness is from 17.8 cm / 7 in to 22.9 cm / 9 in use on lower bunk bed, and maximum mattress thickness must not exceed 22.9 cm / 9 in use on upper bunk bed. Surface of mattress must be at least 12.7 cm / 5 in below the upper edge of guardrails.

Use only mattress which is 188 cm / 74 in to 190.5 cm / 75 in long and 95.3 cm / 37.5 in to 97.8 cm / 38.5 in wide on upper bunk.

Use only mattress which is 188 cm / 74 in to 190.5 cm / 75 in long and 133.4 cm / 52.5 in to 135.9 cm / 53.5 in wide on bottom bunk.

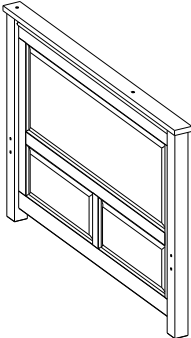
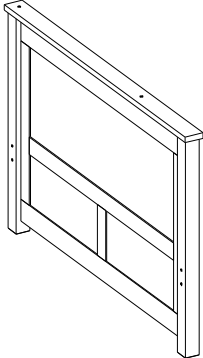
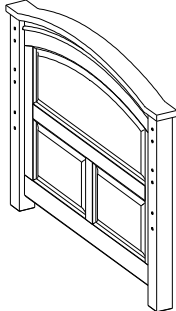
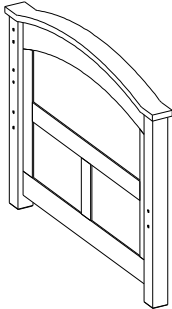
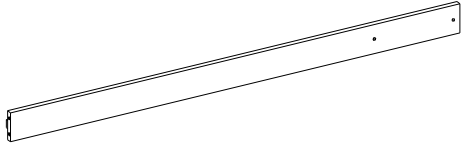
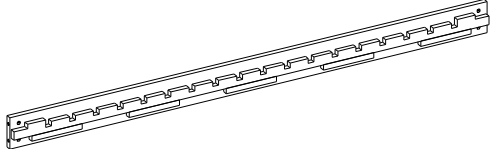
Replacement parts, including additional guardrails, may be obtained from any Bayside Furnishings® dealer.

TO HELP PREVENT SERIOUS OR FATAL INJURIES FROM ENTRAPMENT OR FALLS

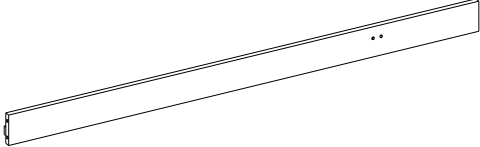
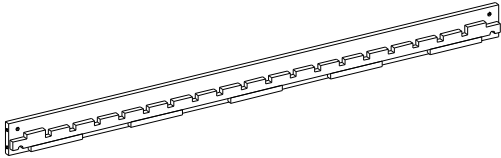
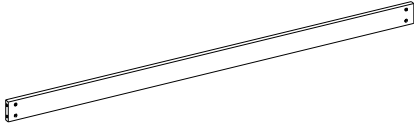
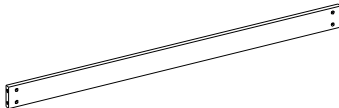
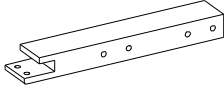
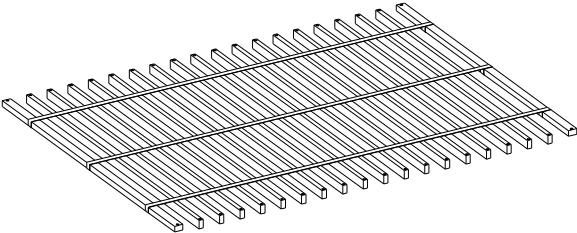
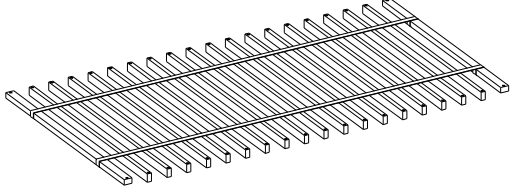
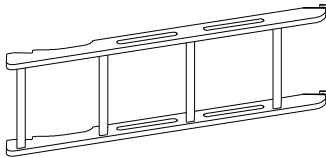
- **Follow the information on the warnings appearing on the upper bunk end structure and on the carton. Do not remove warning label from bed.**
- **Always use the recommended size mattress or mattress support, or both, to help prevent the likelihood of entrapment or falls.**
- **Surface of mattress must be at least 12.7 cm / 5 in below the upper edge of guardrails.**
- **Do not allow children under 6 years of age to use the upper bunk.**
- **Periodically check and ensure that the guardrail, ladder and other components are in their proper position, free from damage and that all connectors are tight.**
- **Do not allow horseplay on or under the bed and prohibit jumping on the bed.**
- **Always use the ladder for entering and leaving the upper bunk.**
- **Do not use substitute parts. Contact the manufacturer or dealer for replacement parts.**
- **Use of a night light may provide added safety precaution for a child using the upper bunk.**
- **Always use guardrails on both long sides of the upper bunk. If the bunk bed will be placed next to the wall, the guardrail that runs the full length of the bed should be placed against the wall to prevent entrapment between the bed and wall.**
- **The use of water or sleep flotation mattress is prohibited.**
- **STRANGULATION HAZARD – Never attach or hang items to any part of the bunk bed that are not designed for use with the bed; for example, but not limited to, hooks, belts, and jump ropes.**
- **Prohibit more than one person on upper bunk.**
- **Keep these instructions for future reference.**

This product was manufactured January 2018.

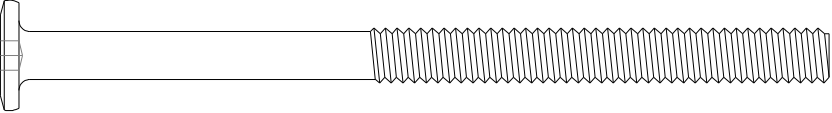
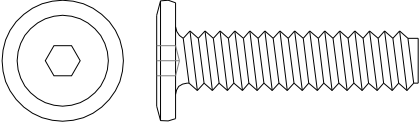
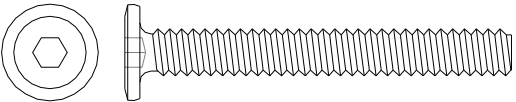
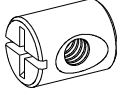
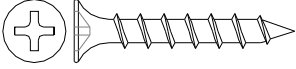


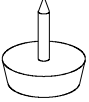

Parts and Hardware List

PART #	PART DESCRIPTION	PART FIGURE	QUANTITY
A	Lower Headboard		1
B	Lower Footboard		1
C	Upper Headboard		1
D	Upper Footboard		1
E	Lower Ladder Side Rail		1
F	Lower Mattress Side Rail		1

Parts and Hardware List

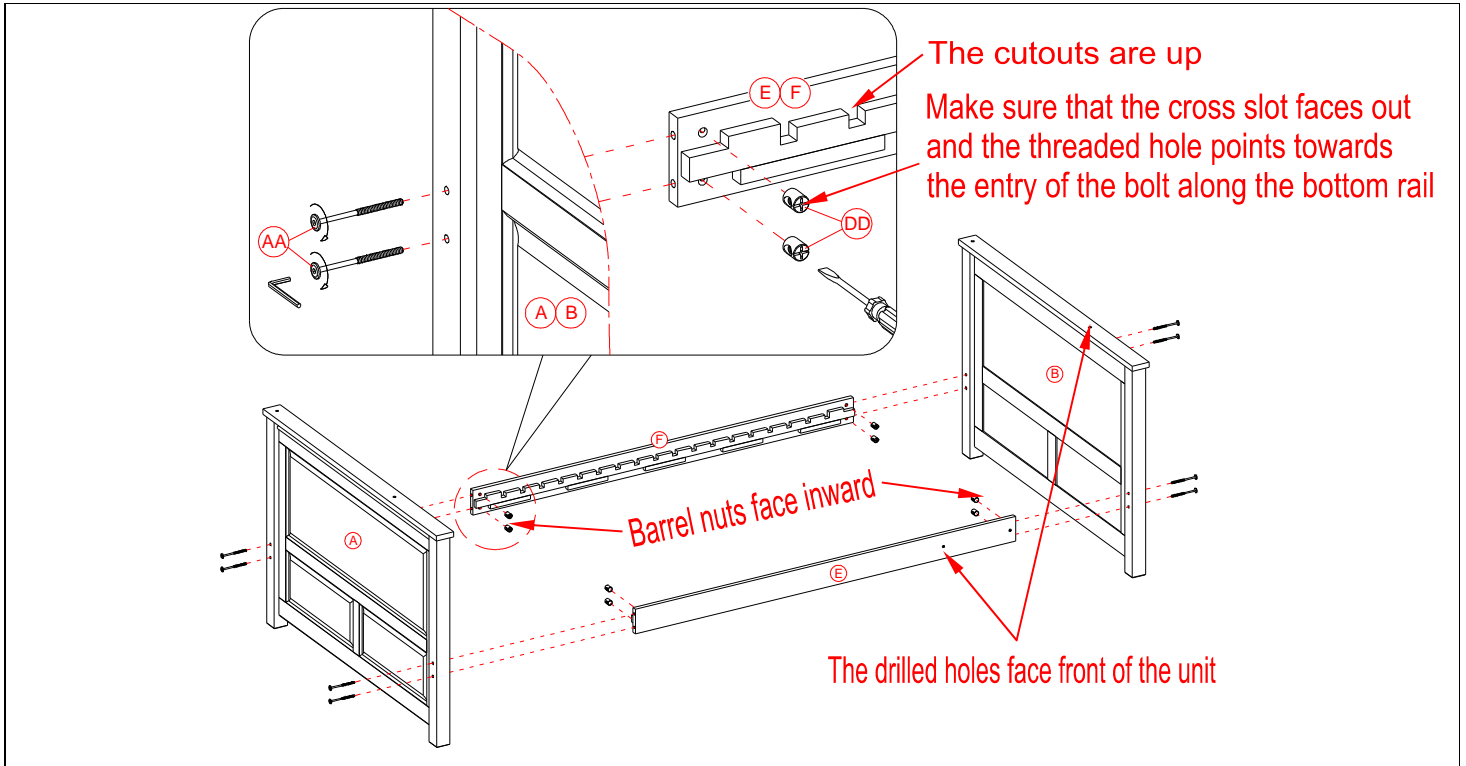
PART #	PART DESCRIPTION	PART FIGURE	QUANTITY
G	Upper Ladder Side Rail		1
H	Upper Mattress Side Rail		1
I	Long Guardrail		2
J	Short Guardrail		2
K	Front Guardrail Post		1
L	Lower Mattress Support Slats		1
M	Upper Mattress Support Slats		1
N	Ladder		1

Parts and Hardware List

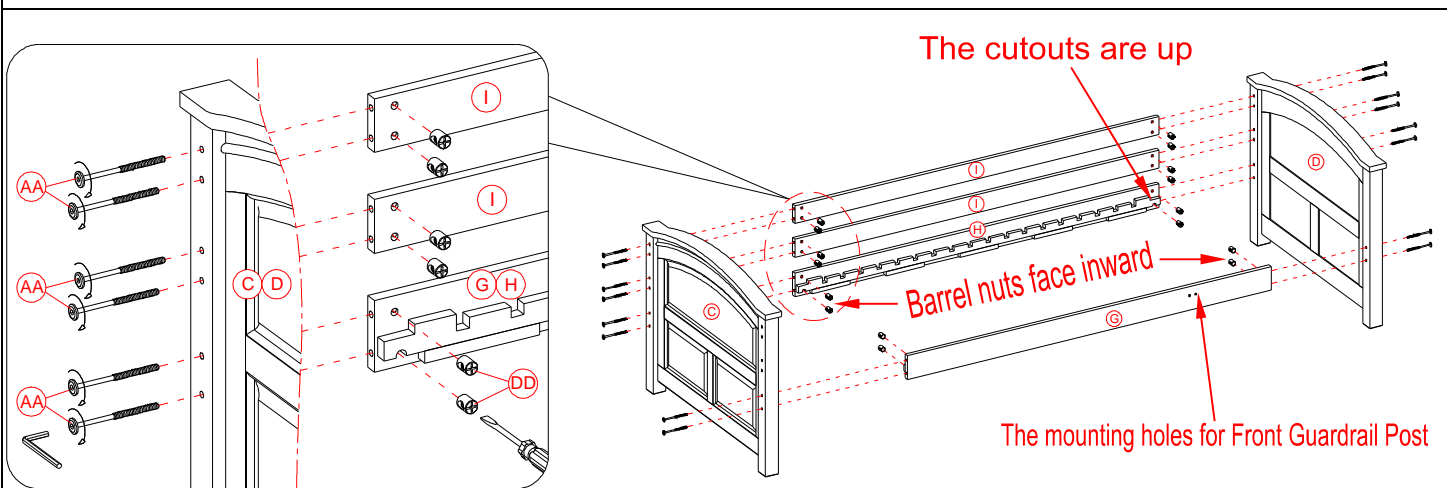
PART #	PART DESCRIPTION	PART FIGURE	QUANTITY
AA	Bolt		32 + 1 extra
BB	Bolt		2 + 1 extra
CC	Bolt		2 + 1 extra
DD	Barrel Nut		32 + 1 extra
EE	Screw		80 + 2 extra
FF	Screw		2 + 1 extra
GG	Bed Connector Pin		4
HH	Floor Protector		4 + 1 extra
	Hex-key Wrench		2

Tools required: Hex-key wrench (included) and Phillips screwdriver (not included).

Assembly Instructions



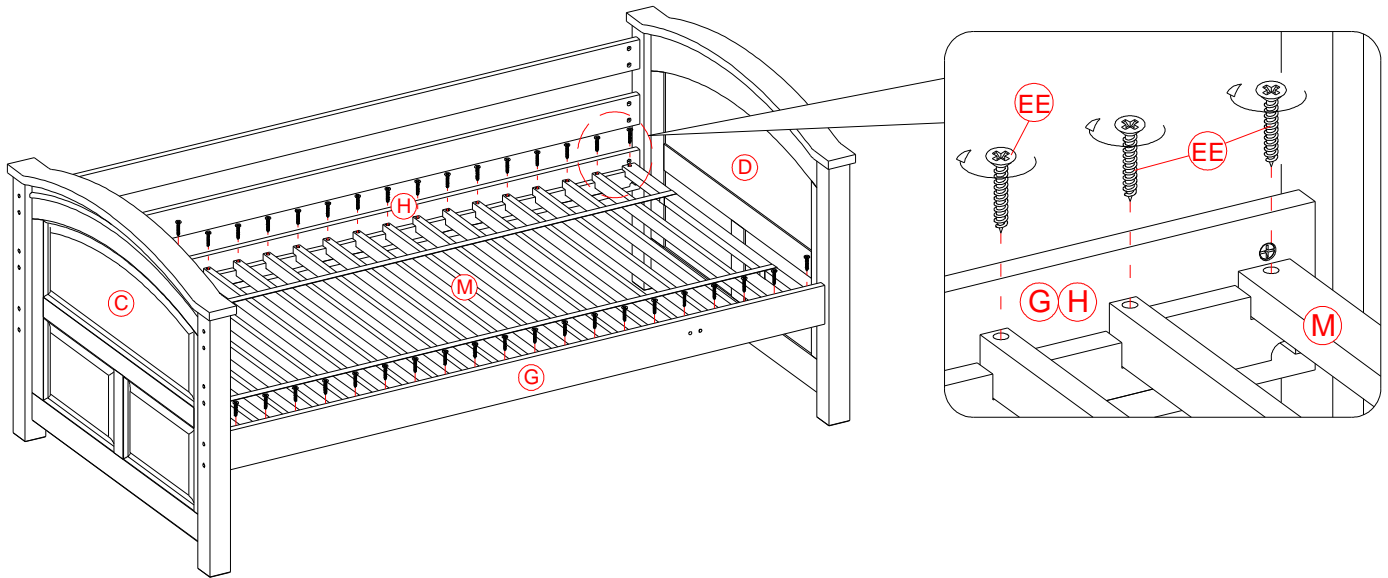
1. Unpack the units and confirm that you have all hardware and required parts.
2. Insert two barrel nuts (DD) into each end of the lower side rails (E and F).
3. Bolt the lower side rails (E and F) between the lower headboard and footboard (A and B) using the bolts (AA) through drilled holes in the posts and screw into the barrel nuts (DD) in the lower side rails.



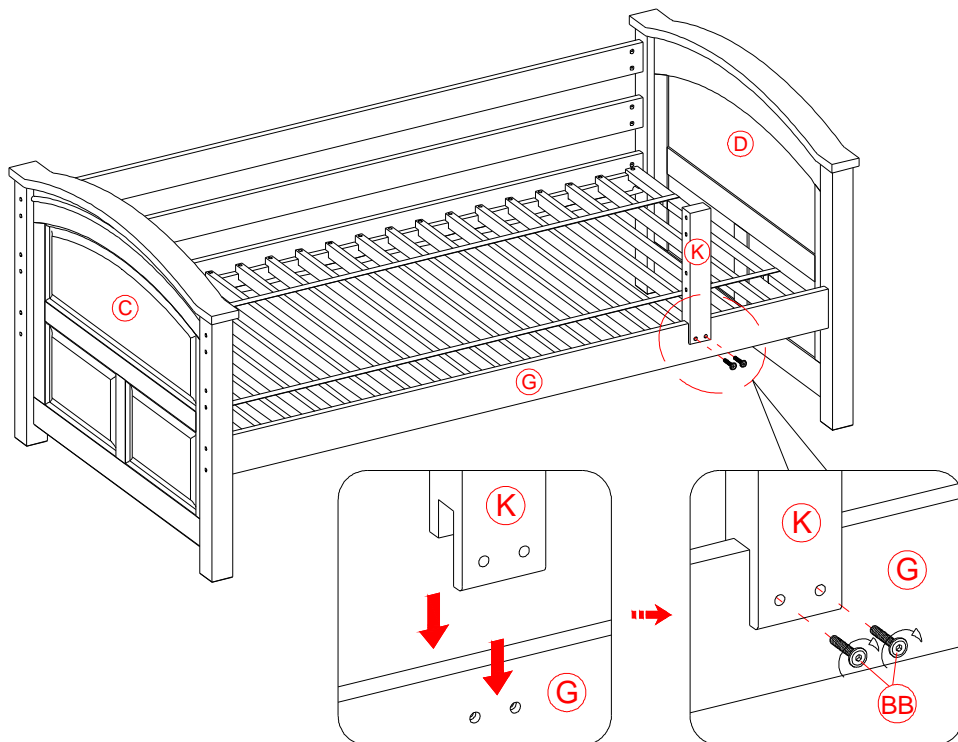
WARNING LABEL ON HEADBOARD MUST ALWAYS FACE INWARD.

4. Insert two barrel nuts (DD) into each end of the upper side rails (G and H) and long guardrails (I).
5. Bolt the upper mattress side rail (H) and two upper long guardrails (I) between the upper headboard and footboard (C and D) using the bolts (AA) through drilled holes in the back posts and screw into the inserted barrel nuts (DD) as shown in the illustration.
6. Attach the upper ladder side rail (G) between the upper headboard and footboard (C and D) using four bolts (AA). Once all rails are attached, fully tighten all the bolts.

Assembly Instructions

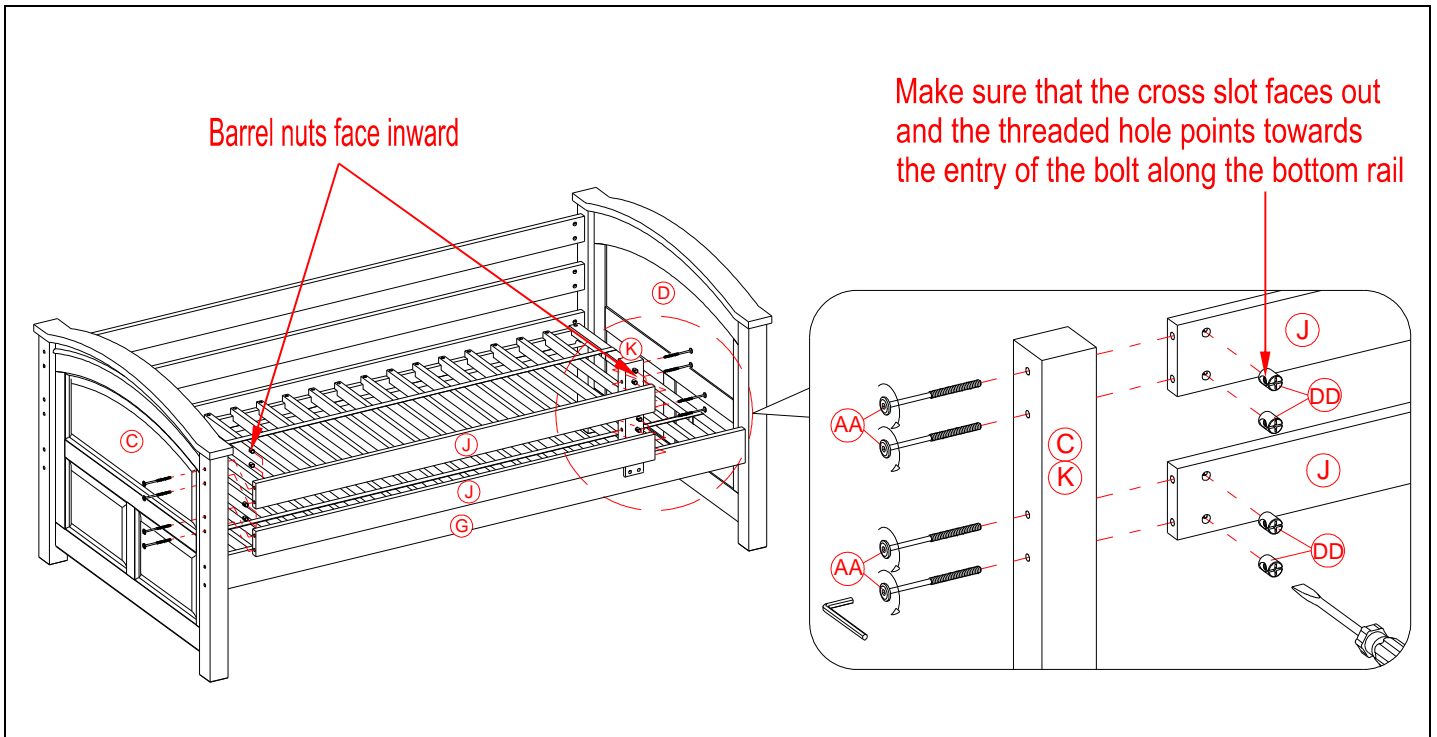


7. Lay out the upper mattress support slats (M) between the upper side rails (G and H), ensuring that every slot has a slat. Insert two screws (EE) through the countersunk holes in each slat and securely screw into place.

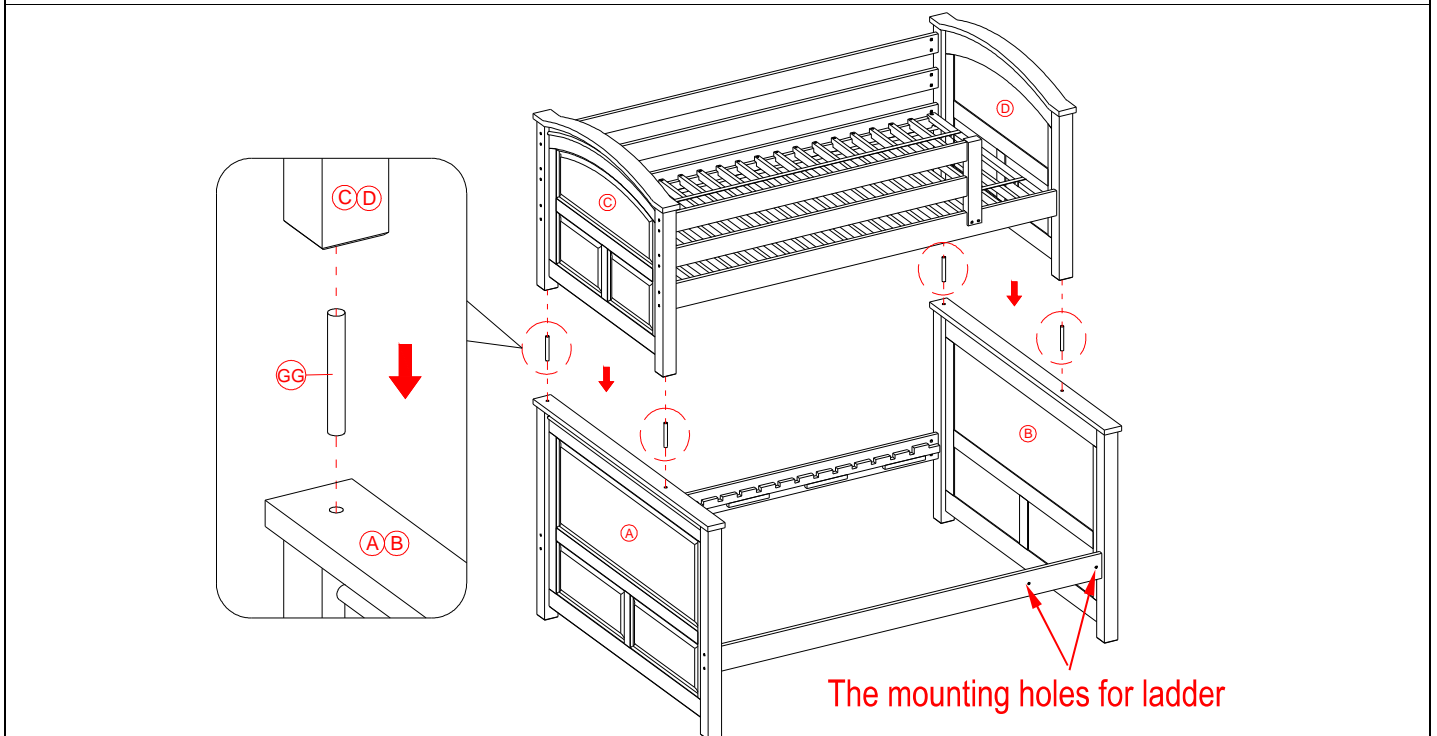


8. Now, attach the front guardrail post (K) to the front side of the upper ladder side rail (G) using two bolts (BB) through the drilled holes on the post and screw into the inserted nuts on the side rail.

Assembly Instructions

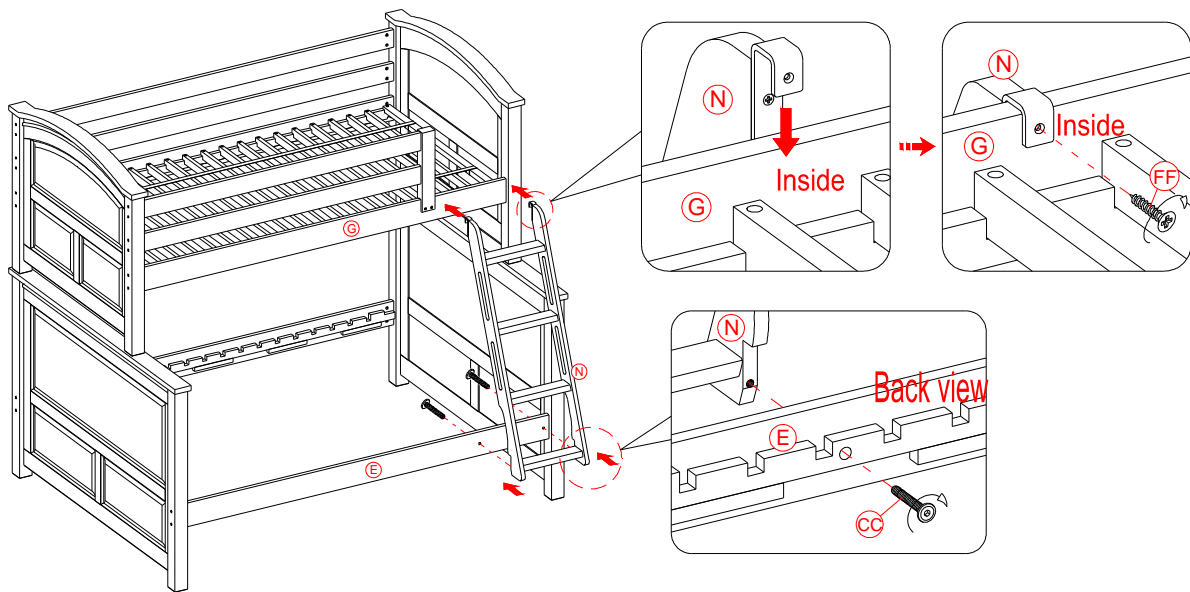


9. Attach two short guardrails (J) between the front guardrail post (K) and upper headboard (C) using eight bolts (AA) and eight barrel nuts (DD). Tighten all the bolts with the provided hex wrench.



10. Place the lower bunk in the desired location in the room where the bunk bed will sit.
11. Insert four bed connector pins (GG) into the top holes of the lower bunk as shown.
12. Ask for assistance to stack the assembled upper bunk onto the bed connector pins (GG) on the lower bunk.
- NOTE:** Make sure that the upper bunk sits completely on the top of the lower bunk and the pins go all the way in, not leaving any gaps.

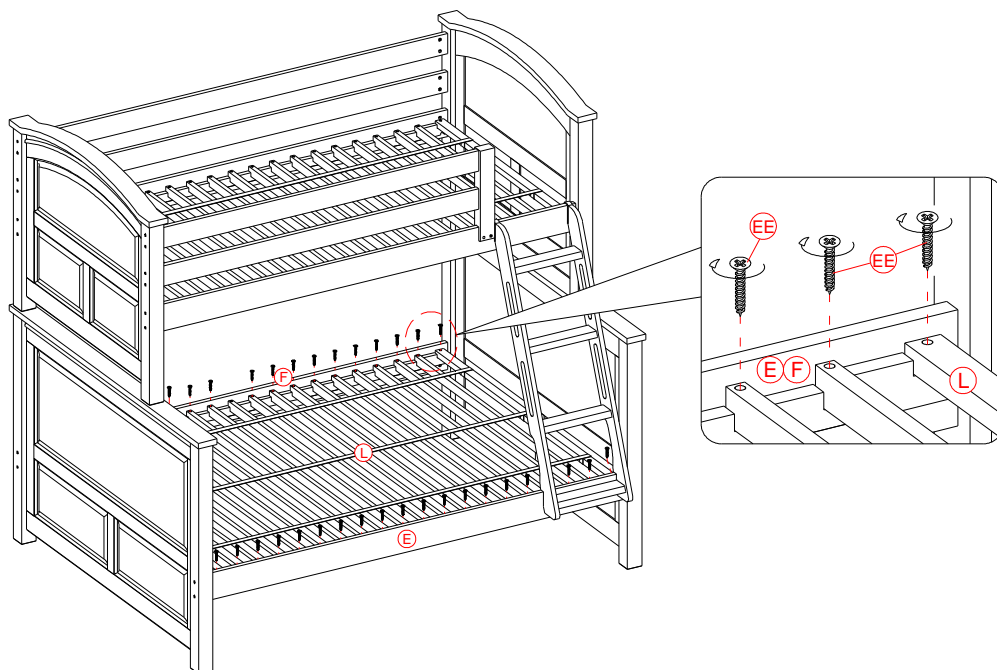
Assembly Instructions



13. Hook the ladder (N) securely over the top of the upper ladder side rail (G), between the front guardrail post (K) and the upper footboard (D) in the opening provided. Make sure that the bottom threaded inserts align with the drilled holes on lower ladder side rail (E) properly.

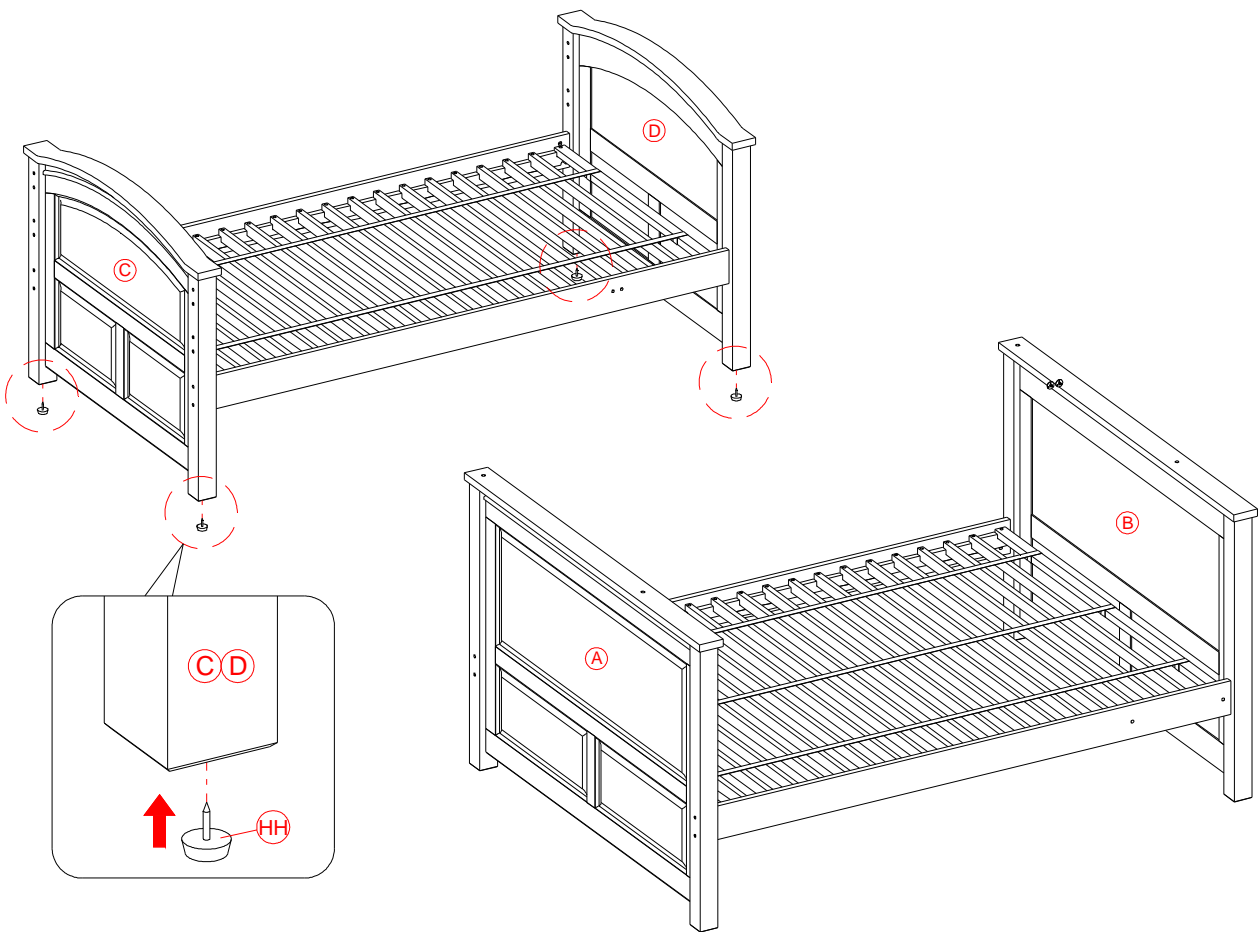
ONLY USE THE LADDER IN THIS LOCATION. IT MUST BE SECURED WITH TWO SCREWS TO HELP PREVENT ACCIDENTS OR INJURY FROM THE LADDER DISLODGING. MAKE SURE YOU INSTALL THE LADDER AGAINST THE FRONT GUARDRAIL POST.

14. Insert two bolts (CC) through the pre-drilled holes on the lower ladder side rail (E) and securely screw into the threaded inserts on the bottom of the ladder (N). Screw the two hooks, pre-attached on the top of the ladder (N), to the upper ladder side rail (G) with two screws (FF).



15. Lay out the lower mattress support slats (L) between the lower side rails (E and F). Make sure that every slot has a slat. Insert two screws (EE) through the countersunk holes in each slat and securely screw into place.

Disassembling the Bunk Bed



NOTE: The bunk bed can be separated into one twin and one full size bed. In this case, attach 4 floor protectors (HH) onto the bottom of the posts of the upper headboard (C) and the upper footboard (D). Guardrails are not necessary.

16. To convert the bunk bed back into one twin and one full size bed, first unscrew the bolts to remove the ladder and all guardrails.
17. Have an assistant help to remove the upper bunk from the lower bunk.
18. Attach four floor protectors (HH) onto the bottom of the upper bunk posts, as shown in the illustration. The beds can now be placed in the desired locations.

Care and Maintenance

- Use a soft, clean cloth that will not scratch the surface when dusting.
- Use of furniture polish is not necessary. Should you choose to use polish, test first in an inconspicuous area.
- Using solvents of any kind on your furniture may damage the finish.
- Never use water to clean your furniture as it may cause damage to the finish.
- Liquid spills should be removed immediately. Using a soft, clean cloth, blot the spill gently. Avoid rubbing.
- Always use protective pads under hot dishes and plates. Heat can cause chemical changes that may create spotting within the furniture finish.
- In the event that your furniture is stained or otherwise damaged during use, we recommend that you call a professional to repair your furniture.
- Check bolts/screws periodically and tighten them if necessary.

Further Advice about Wood Furniture Care

It is best to keep your furniture in a climate-controlled environment. Extreme temperature and humidity changes can cause fading, warping, shrinking and splitting of wood. It is advised to keep furniture away from direct sunlight as sun may damage the finish.

Proper care and cleaning at home will extend the life of your purchase. Following these important and helpful tips will enhance your furniture as it ages.

We hope you enjoy your purchase for many years.
Thank you for your purchase!

QUALITY GUARANTEE

We are confident that you will be delighted with your Bayside Furnishings® purchase.

Should this product be defective in workmanship or materials or fail under normal use, we will repair or replace it for up to one (1) year from date of purchase. Every Bayside Furnishings® product is designed to meet your highest expectations. We guarantee that you will immediately see the value of our fine furniture.

This warranty gives you specific legal rights and you may also have other rights which vary from state to state or province to province.

AUSTRALIA: Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

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