Availability of lofting kits is limited and is first come, first served until they run out. All tools needed to loft your bed can be obtained from your Residential Service Desk (RSD). Instruction information is contained in this document. For more information regarding your RSD, please visit [http://www.umass.edu/living/residence/rsd-office](http://www.umass.edu/living/residence/rsd-office).

To place a request through the Residential Life Facilities Operations Request System, please visit [http://servicerequest.sacl.umass.edu/home.html](http://servicerequest.sacl.umass.edu/home.html) and follow the prompts.

**North:**

*Building A, B, C, and D* - To receive a kit, please request one through the Residential Life Facilities Operations Service Request System.

**Northeast:**

*Kits are available at the following locations:*

- Crabtree: Room 018, Bike Room
- Dwight: Room 006, Bike Room
- Hamlin: Room 011, Recreation Room
- Johnson: Room 008, Recreation Room
- Knowlton: Room 021, Behind Kitchenette
- Leach: Room 004, Bike Room
- Lewis: Room 023
- Mary Lyon: Room 002, Recreation Room
- Thatcher: Room 003

**Sylvan:**

*McNamara, Cashin, and Brown* – Kits are located in the basement lounge of each hall, room 0008.

**Orchard Hill:**

*Field, Grayson, and Dickinson* – Kits are available outside of room 332 in each hall.

*Webster* – Room 432
Central:
Kits are available at the following locations:
Baker: Rooms 0015, 435B, 335B, 225B
Brett: Basement Elevator Lobby
Brooks: Room 008, Lounge
Butterfield: Basement, next to pool table
Chadbourne: Basement Lounge
Greenough: Basement Lounge
Gorman: Second floor, next to lounge
Van Meter: Room 136
Wheeler: Room 021, Lounge

Southwest
Kits are available at the following locations for pick up 24/7, unless otherwise noted, until October 9, 2015.*
Lofting kits are available on a first come, first serve basis until they run out.

Cance: Ground level
Coolidge: Room 1202
Crampton: Room 323
Emerson: Room 320A
Kennedy: Room 1202
James: Room 400A
John Adams: Room 508A
John Quincy Adams: Room 1210
MacKimmie: Room 423
Melville: Room 400A
Moore: Room 018
Patterson: Room 344
Pierpont: Room 327
Prince: Room 111
Thoreau: Room 220A
Washington: Room 1210

To return a kit you no longer want, please submit a request to have it picked up through the Residential Life Facilities Operations Service Request System.

*Spring 2015 semester lofting kit requests should be made through the Residential Life Facilities Operations Service Request System.
Commonwealth Honors College
Residential Community
Kits are available at the following locations for pick up 24/7, unless otherwise noted, until October 10, 2015.*
Lofting kits are available on a first come, first serve basis until they run out.

Birch: 325
Elm: 606
Linden: 225
Maple: 245
Oak: 248
Sycamore: Request through Residential Life Facilities Service Request System

To return a kit you no longer want, please submit a request to have it picked up through the Residential Life Facilities Operations Service Request System.

*Spring 2015 semester lofting kit requests should be made through the Residential Life Facilities Operations Service Request System.

Lofting & Bunking Instructions:
Lofting or bunking your bed can maximize the space in your room. However it can be unsafe if it is done incorrectly. We care about your safety and below have provided instructions on how to loft or bunk your bed correctly and safely by hall.

For all halls, refer to these lofting instructions:

- You need a set of bed ends, a stabilizer bar, and 4 bunking pins. (You can get more bunking pins from your Residential Service Desk.)
- Attach the stabilizer bar about half way up the post of the extra bed ends by hooking it in place. The bar needs to be secured inside of the lofting base.
- Insert the bunking pins into the top of all four corners of the lofting base.
- Lift the bed frame on top of the lofting base and on top of the bunking pins.

For all halls, refer to these bunking instructions:

- You will need four bunking pins.
- Place your bed at mid-height.
- Insert the bunking pins into the top four corners of the bed ends.
- Lift the bed frame on top of the bed ends and place on the bunking pins.