

ADJUSTING THE HEIGHT OF YOUR BED

DO NOT ADJUST THE HEIGHT OF YOUR BED ALONE.
It takes 2-3 people to safely change the height of the bed.

Residents can place a maintenance request via text to **1-833-200-0427** to have their bed lofted. If a resident wishes to loft their bed without completing a maintenance request, please follow these instructions with the assistance of other residents, roommates, or staff.

For questions or to obtain the tools needed to loft your bed, please contact your RA or contact the Housing Front Desk or the on-call staff at **405-974-2909**.



1. Move the mattress to a clear area in the room.

It needs to be out of the way so you have space to work with the frame pieces.



2. Remove the stability bar and set it out of the way.

(The stability bar is the skinny bar that spans the length of the bed.) Push up with your hands or gently tap a mallet on the bottom of the bar to remove it.



3. Have one person stand on each end of the bed (Persons A and B).

Some teams prefer to stand on the outside of the frame pieces while other teams prefer to stand on the side of the frames.

Your team can figure out what works best for you. If you have a third person available (Person C), they should stand on one side of the bed to hold the spring frame in the middle. (The spring frame is the black piece that holds the mattress.)



4. Person A will pull up or gently tap the bottom of the spring with the mallet to remove it from the frame. Person B hold the spring frame and/or spring to keep it stable and Person C hold the spring by the metal bars on the bottom middle to assist Person A.



5. Person A (with the help of Person C) move the spring to the desired height and set it back in the frame.

NOTE: West Hall Beds located under the soffit are not to exceed 12 notches in height.

Repeat steps 4-5 for Person B's side of the bed. **Make sure both sides are set to the same height!**



6. Gently tap the top of each corner with a mallet or push down with your hands to make sure the spring is set securely in the frame.

Double check to make sure the frame is leveled.

7. Put the stability bar on the back side of the bed (the side that will go against the wall).

If your bed is lofted or set high, place the bar at the bottom of the frame. If your bed is set lower, place the bar at the top of the frame. Person A put one side of the bar in the correct frame position first. Then, Person B (with Person C's help) put the other side of the bar in the correct frame position. Person B may have to pull slightly back on the frame in order to allow the bar to go in. It doesn't take much, though!

Gently tap each end of the bar or push down on each end to make sure the bar is securely in place.



8. Place the mattress back on the bed.

If you need assistance, please ask your RA or a UCO staff member – someone would be happy to help you!

Also, the stability bar and spring often get wedged in the frame; there are mallets available for checkout by contacting Housing to help you safely adjust your bed.