

- **Bed frame size can vary in halls:** Typically, bed frames and springs measure 36" X 80". If the bed is "extra long," the frame and springs measure 36" X 82". We strongly encourage you to first measure the frame and springs before cutting loft rails or drilling holes.

- **Furniture storage is not provided:** All university furniture must remain in the residence hall room. Lack of storage space prohibits the university from storing bed parts, furniture, or loft parts. Any missing items will be assessed and charged to the residents living in the room.

### Material Specifications

- **Lumber of construction grade #2 pine or fir is permitted.**
- **No nails are permitted.**
- **Legs must be at least 4" X 4" or two 2" X 4"s bolted together.**

- **Horizontal, diagonal, and safety railing must be at least 2" X 4" lumber.**

- **Ladder rungs should be at least 2" X 4" lumber.**

- **The top of the legs must be notched 1-5/8" X 3-1/2" to accept the 2" X 4" horizontal members.** They must be bolted together using two 3/8" bolts, nuts, and large washers at each location.

### Safety Considerations

- **Ladders are not required, but are recommended.** Ladders must be attached to the loft.
- **Safety rails are not required, but are recommended.**

### For More Information

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The information presented here, correct at the time of publication, is subject to change. Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community.

# BALL STATE UNIVERSITY

## LOFT CONSTRUCTION GUIDELINES



## SAFETY + COMFORT

## Loft Guidelines and Liability

In residence halls that have not been renovated, students may bring or build their own lofts or bunk bed units. In newly renovated halls, these rooms are already equipped with stackable or bunkable furniture, so students may not bring or build lofts or bunk bed units.

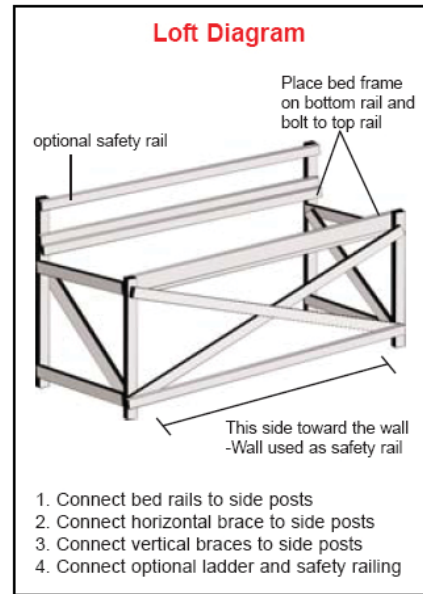
Please follow the information below as you consider to purchase, rent, or build a loft.

- Metal lofts may be rented from [www.bedlofts.com](http://www.bedlofts.com) for those buildings not equipped with bunkable or stackable furniture. To learn more and make rental arrangements, visit [www.bedlofts.com](http://www.bedlofts.com). Matching futons are also available for purchase by any student living in the residence hall system.

- Lofts and bunk bed units (not including those units already provided in select residence hall rooms) are not encouraged, inspected, or endorsed by the Office of Housing and Residence Life at Ball State University.

- Any resident who chooses to have or build a loft in his or her room assumes any and all liability in regard to damages to the room and injuries to any person that may result from the use, construction, or removal of the loft/bunk bed. This includes but is not limited to damage to paint and plaster ceilings and smoke detectors, light fixtures, bed parts, furniture, floors, and any other property damage. It includes but is not limited to any personal injury caused to the student who owns the bunk bed or a guest due to the loft/bunk bed's use, design, or engineering.

- Students may choose to have a loft in their rooms to utilize additional space. In the event of a fire, smoke and toxic fumes rise to the ceiling. Lofts are designed to move beds to the top of the room to increase space below. As a result, if a fire occurs, lofts can increase the risk of smoke inhalation or serious injury. Any resident



who chooses to have a loft or bunk bed unit assumes any and all liability in regard to physical injury.

- Certain manufacturers of loft kits may claim, advertise, or infer that their lofts have been approved, endorsed, or recommended by Ball State University. Because residence hall rooms vary a great deal in dimensions and layouts, a manufactured loft may not fit in the room. **We strongly encourage students to measure their room and bed before buying or building a loft.**

## Construction Guidelines

- **Building/disassembling a loft/bunk bed unit:** Residents must follow quiet hours when building or disassembling a loft or bunk bed unit. Students should consult their resident assistant or hall director for details about quiet hour times.

- **Residents must provide their own tools.** Also, all cutting and fabrication must be completed within the resident's room and not in the hallway. Construction clean up and disposal of all waste materials are the responsibility of the resident.

- **Lofts must be freestanding:** Lofts or bunk bed units must not rest on or be supported by furniture supplied by Ball State University. The loft or unit must be freestanding, self-supporting, and not affixed to the floor, walls, or ceiling. Built-in furniture cannot be removed. (See the loft illustrations.)

- **University bed frames, mattresses, and springs must be used in the construction:** University bed frames must be used and must rest upon and be supported by bed units that are sturdy and able to support the weight of the user. University mattresses and springs must be used on the units. Legs may be removed from the bed frames; however, all bed frames must be completely reassembled before the residents leave the hall.

- **Electrical outlets, light switches, telephone and data outlets, and smoke detectors may not be covered:** Construction also must not block or cover electrical outlets, light switches, telephone, cable, and data (computer) outlets, overhead lights, wall lamps, or windows. Lighting fixtures and electrical cords cannot be attached to the loft or bunk bed unit.

- **A loft may not occupy more than 20 percent of the floor space of the room.**

- **There must be a minimum of 18 inches between the top of the mattress on the loft to the ceiling.**

- **Lofts must not obstruct air or heat circulation.** Lofts and bunk bed units must not cover radiators, air conditioning ducts, windows, or doorways.

- **Units must not obstruct windows and doors:** The full width and height of doors and windows must not be obstructed and must be available for use as an emergency exit or entry to the room at any time.

