

# LOFTING AND BUNKING BEDS

**Approved by:** Department of Residence Life

**History:** N/A

**Related Policies:** Complaints and Grievance Process (<http://catalog.stkate.edu/policies/stu-non-acad/comp-griev>)

**Related Forms, Procedures and References:** Housing & Dining Agreement (<http://catalog.stkate.edu/policies/stu-non-acad/residence-life/housing-dining-agree>)

**For Questions Contact:** Department of Residence Life (<https://www2.stkate.edu/residence-life/home>) | 651.690.6617 | [residencelife@stkate.edu](mailto:residencelife@stkate.edu)

Students may choose to loft or bunk their beds. Lofting/bunking means that students may be sleeping as much as five feet off the floor. Students assume all related risks and responsibilities, so it is important for students to consider the possible safety hazards involved with lofting and bunking.

Students may use University owned equipment to bunk or loft their beds. Personally constructed loft/bunk equipment or structures are not allowed in the residence halls. Loft equipment is available at no cost; however, there are a limited number of kits available.

## Students who bunk or loft their beds are responsible for:

- Properly checking out and maintaining all equipment.
- Properly assembling and dismantling bunks/lofts per instructions, using at least four people during the assembly and disassembly process. This also includes placing the loft/bunk at least three feet from windows, doors, and heaters and away from fire sprinklers.
- Returning all equipment as instructed.
- Storing all equipment as instructed.
- Properly using safety rails, stability bars, and ladders. Students must use safety rails on top bunk or loft. Students are encouraged to use ladders.
- Using lofts and bunks in a safe and responsible manner.
- Ensure guests, especially children, are not climbing on or sleeping on the top bunk or loft.
- Following building-specific instructions.

Students should also refer to the Housing & Dining Agreement for terms and conditions related to bed lofting and bunking.

## Building Specific Loft and Bunk Information

- Alberta and Georgia (p. 1)
- Caecilian (p. 1)
- Carondelet (p. 1)
- Crandall and Stanton (p. 1)
- Morrison and Rauenhorst (p. 1)
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### Alberta and Georgia

- Students living in Alberta and Georgia will have access to loft equipment after fall move-in day. Students living in Alberta and

Georgia have larger living areas than other students on campus, including more closets/cabinets and common spaces like living rooms. Priority for loft equipment must first go to the other residence halls where personal storage space is limited.

- Students may bunk beds at any time. To bunk, students contact their resident advisor for equipment and instructions and to request a safety rail.
- Alberta and Georgia loft and bunk equipment is stored in Crandall Hall. Students must return unused loft and bunk equipment to storage upon disassembly or upon check-out, whichever comes first. It is the student's responsibility to return loft equipment to the appropriate storage room. Failure to return equipment as directed by residence life staff may result in a \$100 removal fee.
- If equipment is available, students may loft both beds in their room as long as there is adequate space.

### Caecilian

- Specific hours for equipment check-out and return will be posted in the building during major move-in and move-out dates. To bunk or loft during the semester, students contact their resident advisor for equipment and instructions. Equipment is available on a first-come, first-served basis.
- Caecilian bunk and loft equipment is stored in the Caecilian Hall basement. Students must return unused loft and bunk equipment to storage upon disassembly or upon check-out, whichever comes first. It is the student's responsibility to return loft equipment to the appropriate storage room. Failure to return equipment as directed by residence life staff may result in a \$100 removal fee.
- If equipment is available, students may loft all beds in their room as long as there is adequate space.

### Carondelet

- Loft equipment is placed in individual rooms prior to move in. This equipment is automatically signed out to students upon check-in, and the equipment must remain in the room at all times.
- Unused equipment must be stored properly to avoid injury.
- If equipment is available, students may loft all beds in their room as long as there is adequate space.

### Crandall and Stanton

- One loft kit is placed in each room prior to move in. This kit is considered regular room furniture, and it must remain in the room. If the University needs additional loft kits, unused equipment may be taken to storage for redistribution.
- If equipment is available, students may pick-up a second loft kit from the Crandall storage room.
- Unused equipment must be stored properly to avoid injury.
- If equipment is available, students may loft all beds in their rooms as long as there is adequate space.

### Morrison and Rauenhorst

- Loft equipment is placed in individual rooms prior to move in. This equipment is automatically signed out to students upon check-in, and the equipment must remain in the room at all times.
- Unused equipment must be stored properly to avoid injury.

### St. Mary

## 2 *Lofting and Bunking Beds*

- One loft kit is placed in each room prior to move in. This kit is considered regular room furniture, and it must remain in the room. If the University needs additional loft kits, unused equipment may be taken to storage for redistribution.
- Unused equipment must be stored properly to avoid injury.
- Students living in rooms ending in numbers 00 or 27 may loft all three beds, as long as there is adequate space.
- Students living in rooms with movable furniture may loft both beds, if equipment is available and there is adequate space.
- Students living in rooms with built-in furniture may only loft one bed per room per St. Paul fire marshal guidelines.