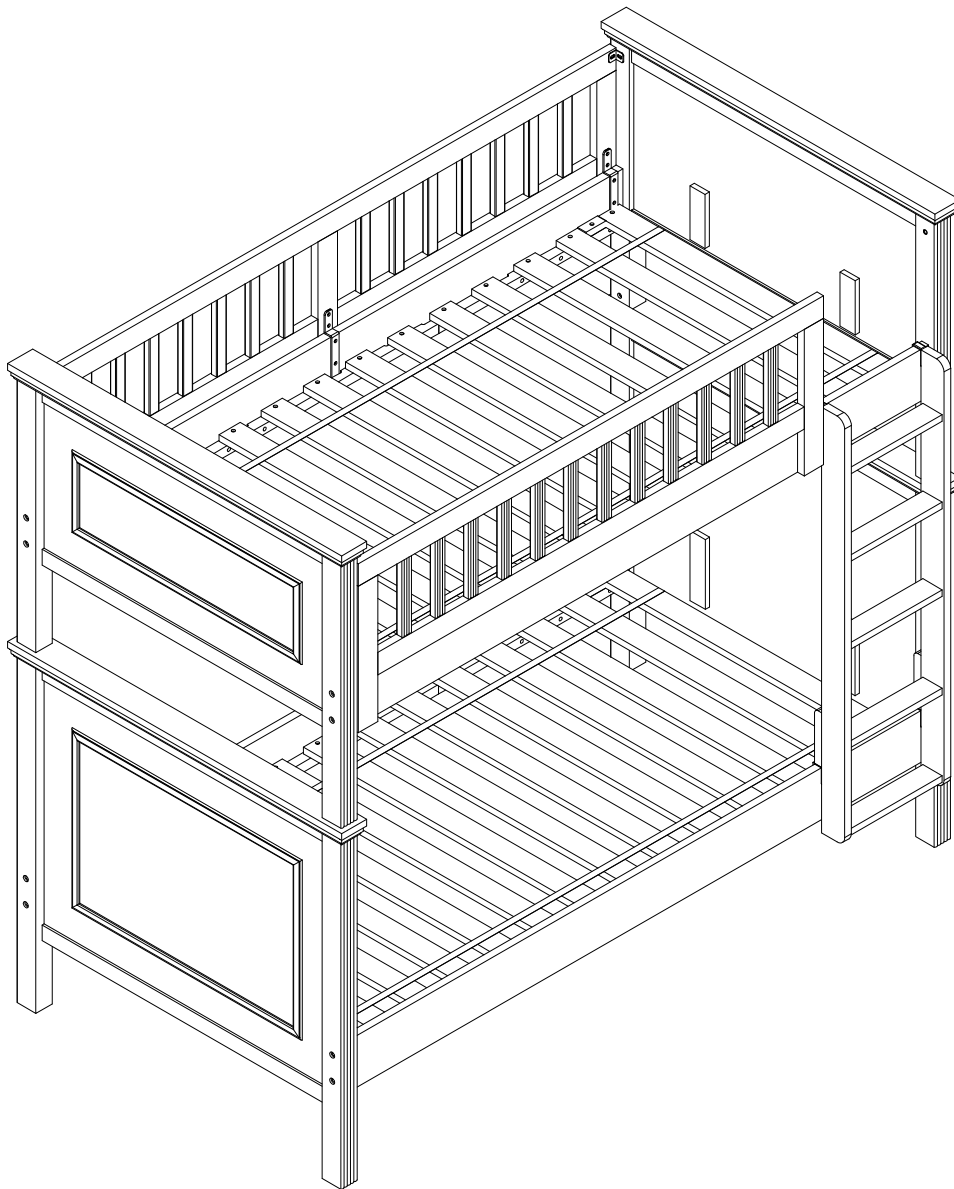


# pottery barn kids

## FILLMORE BUNK BED TWIN OVER TWIN

### ASSEMBLY INSTRUCTIONS



[www.potterybarnkids.com](http://www.potterybarnkids.com)



## **WARNING:** Failure to follow these warnings and assembly

**instructions could result in serious injury or death. To help prevent serious or fatal injuries from entrapment or falls:**

- Read all instructions before assembling bunk bed.
  - Before each usage or assembly, inspect bunk bed for damaged hardware, loose joints, missing parts or sharp edges. DO NOT use bunk bed if any parts are missing or broken.
  - DO NOT use substitute parts. Contact pottery barn kids for replacement parts and instructional literature if needed.
  - 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.
  - Ensure thickness of mattress on upper bunk does not exceed 9 inches and the surface of mattress must be at least 5 inches (127 mm) below the upper edge of guardrails.
  - Only use the 9" thickness mattress on the lower bunk.
  - Ensure both upper and lower bunk are assembled to the highest position when using the product as a bunk bed.
  - Use only mattress which is 74"-75" long and 37.5"-38.5" wide on upper and lower bunk.
  - 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.
  - Prohibit more than one person on the upper bunk.
  - Always use the ladder for entering and leaving the upper bunk.
  - 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 mattresses is prohibited.
  - If refinishing, use a non-toxic finish specified for children's products.
- 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
- This bunk bed meets the requirements of ASTM F1427-13
- KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE**

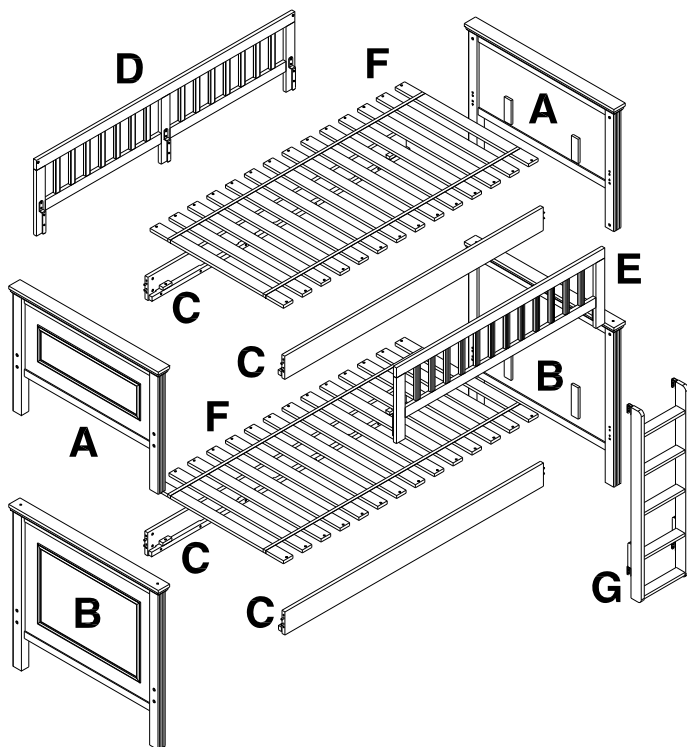
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**Important Safety Instructions:**

- Please read all instructions carefully before assembling.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep instructions for future use.
- Use only vendor supplied hardware to assemble. Using unauthorized hardware could jeopardize the structural integrity of the item.

**Pre-assembly:**

- Remove all parts and hardware from the box and lay out on a clear carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- Do not dispose of any packaging or contents of the shipping carton until assembly is completed to avoid accidentally discarding small parts or hardware.
- Use the parts and hardware lists below to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage hardware and split wood.
- Note: Do not fully tighten all the bolts until all parts are in place. Failure to follow these instruction may cause the bolts to misalign during assembly.



<b>PARTS INCLUDED:</b>	
(A). Short End Board	2x
(B). Tall End Board	2x
(C). Side Rail	4x
(D). Long Guardrail	1x
(E). Short Guardrail	1x
(F). Slat Roll	2x
(G). Ladder	1x


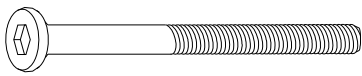
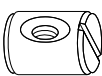
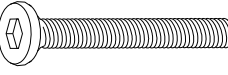
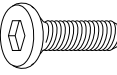
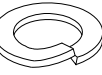
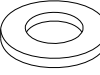

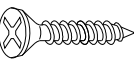

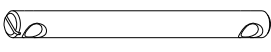
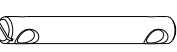
**Tools Required:**

Philips Head Screw Driver



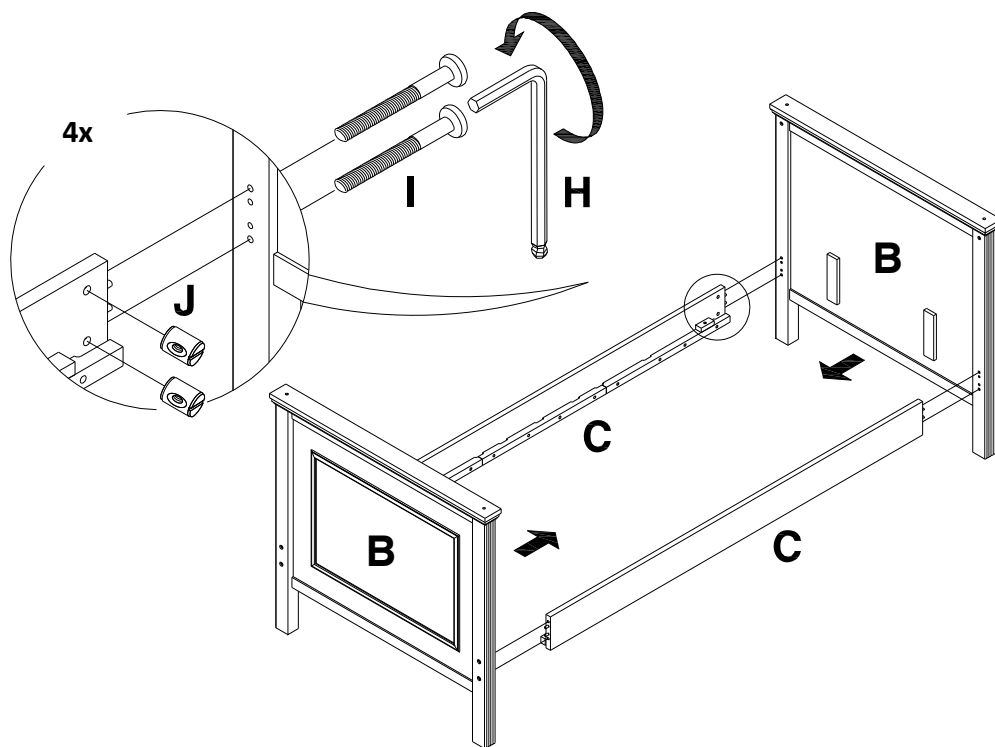
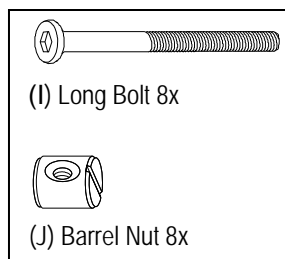
(not included)

**HARDWARE INCLUDED:**

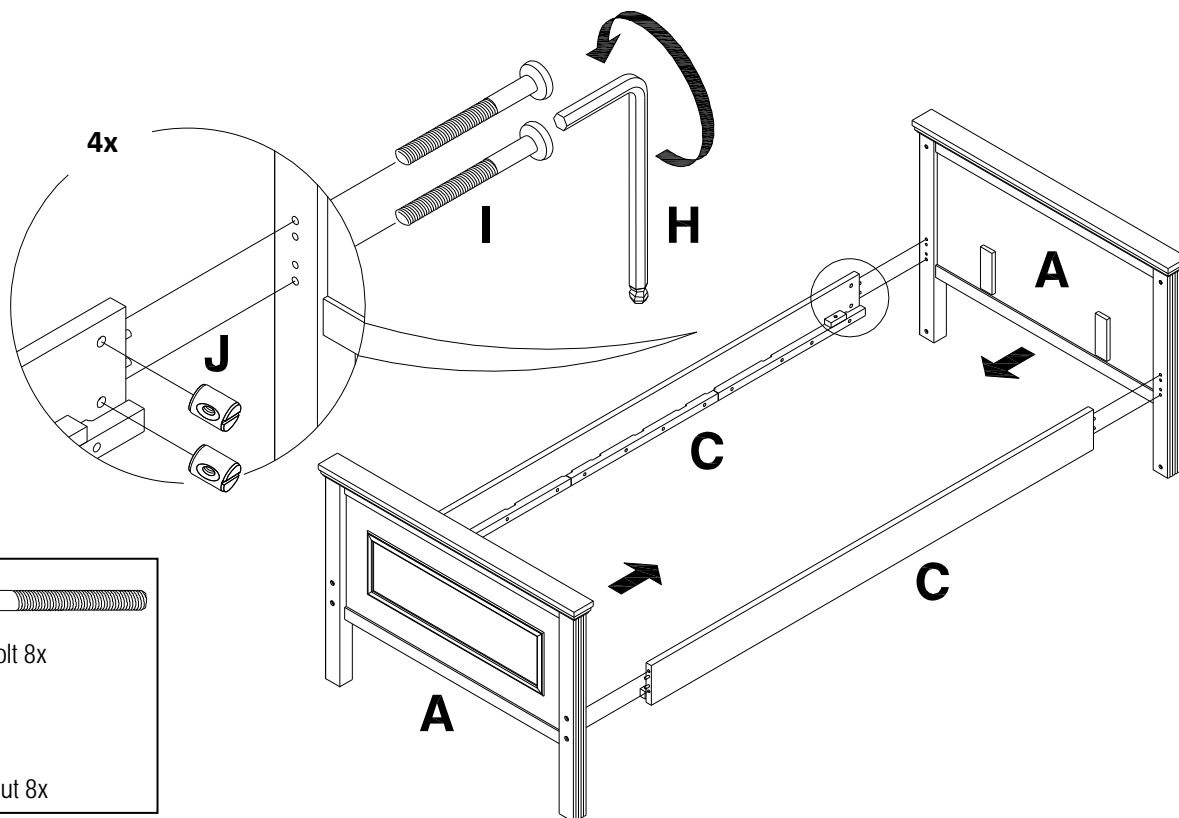
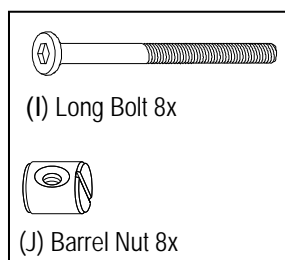
 (H). Allen Key – 1pc	 (I) Long Bolt M8x100mm – 16x	 (J) Barrel Nut – 16x
 (K) Medium Bolt M8x32mm – 8x	 (L) Short Bolt M6x13mm – 6x	 (M) Spring Washer M6 – 6x
 (N) Flat Washer M6 – 6x	 (O) Corner Bracket – 3x	 (P) Short Screw 4x19mm – 19x
 (Q) Long Screw 4x30mm – 56x	 (R) Long Metal Dowel – 4x	 (S) Short Metal Dowel – 4x

**Assembly Instruction Steps:**

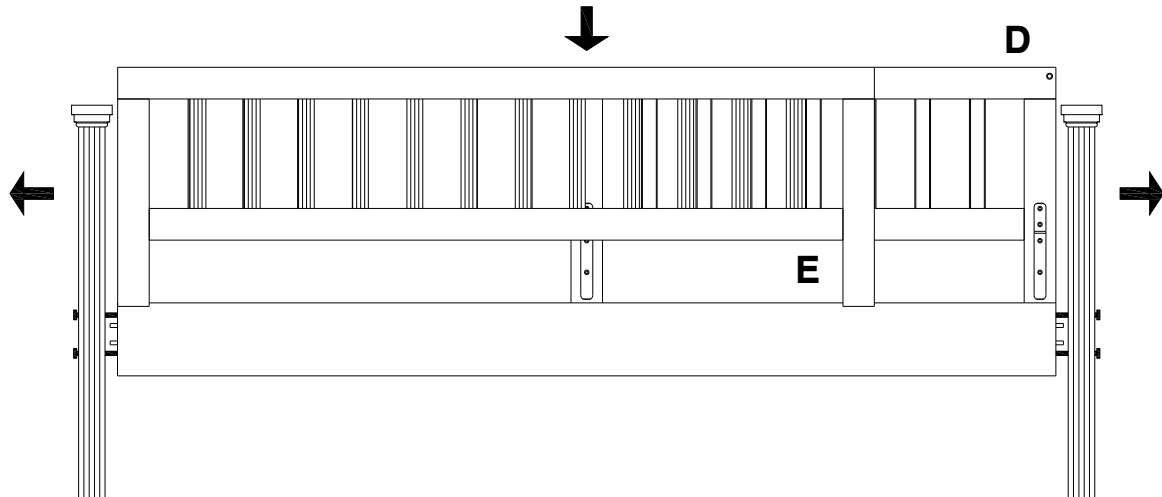
1. Assemble lower bed using (2x) Tall End Board (B) and (2x) Side Rails (C) and securing with (8x) Long Bolts (I) and (8x) Barrel Nuts (J) as seen in illustration below.



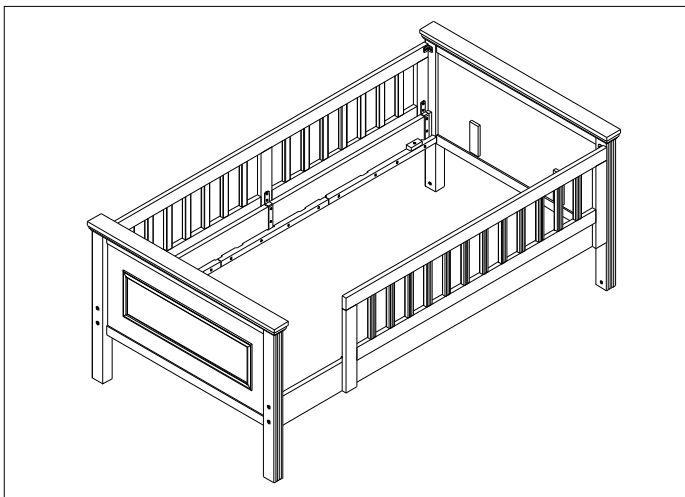
2. Assemble upper bed using (2x) Short End Board (A) and (2x) Side Rails (C) and securing with (8x) Long Bolts (I) and (8x) Barrel Nuts (J) as seen in illustration below. **Do not tighten bolts - leave flex between ends and side to assemble guardrails.**



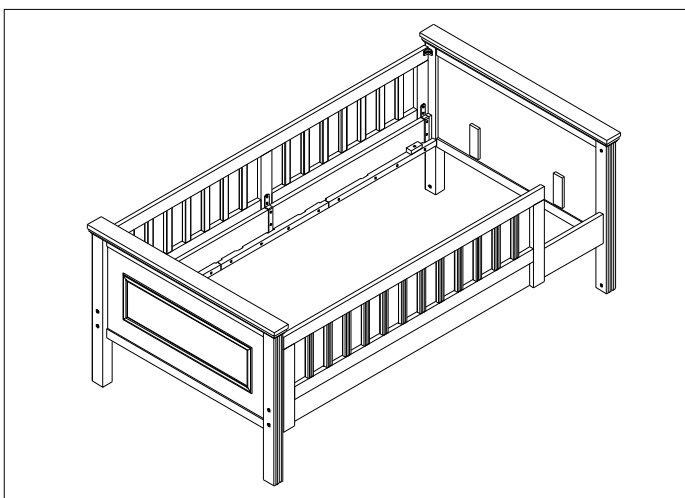
3. Insert the Long Guardrail (D) by spreading ends from side rail as shown. The guardrail slats go to outside of bed rail and the pre-installed brackets go to inside of back bed rail into cut outs on the bed slat support cleat.



4. Determine the desired location of the ladder opening (see options below). Then install the Short Guardrail (E) on the front side rail with brackets facing inward and the guardrail slats out. Tighten the bolts (I) (installed in step 2) through the ends into the side rails after the guardrails have been placed. The short guardrail should be in contact with the end opposite the entry opening.

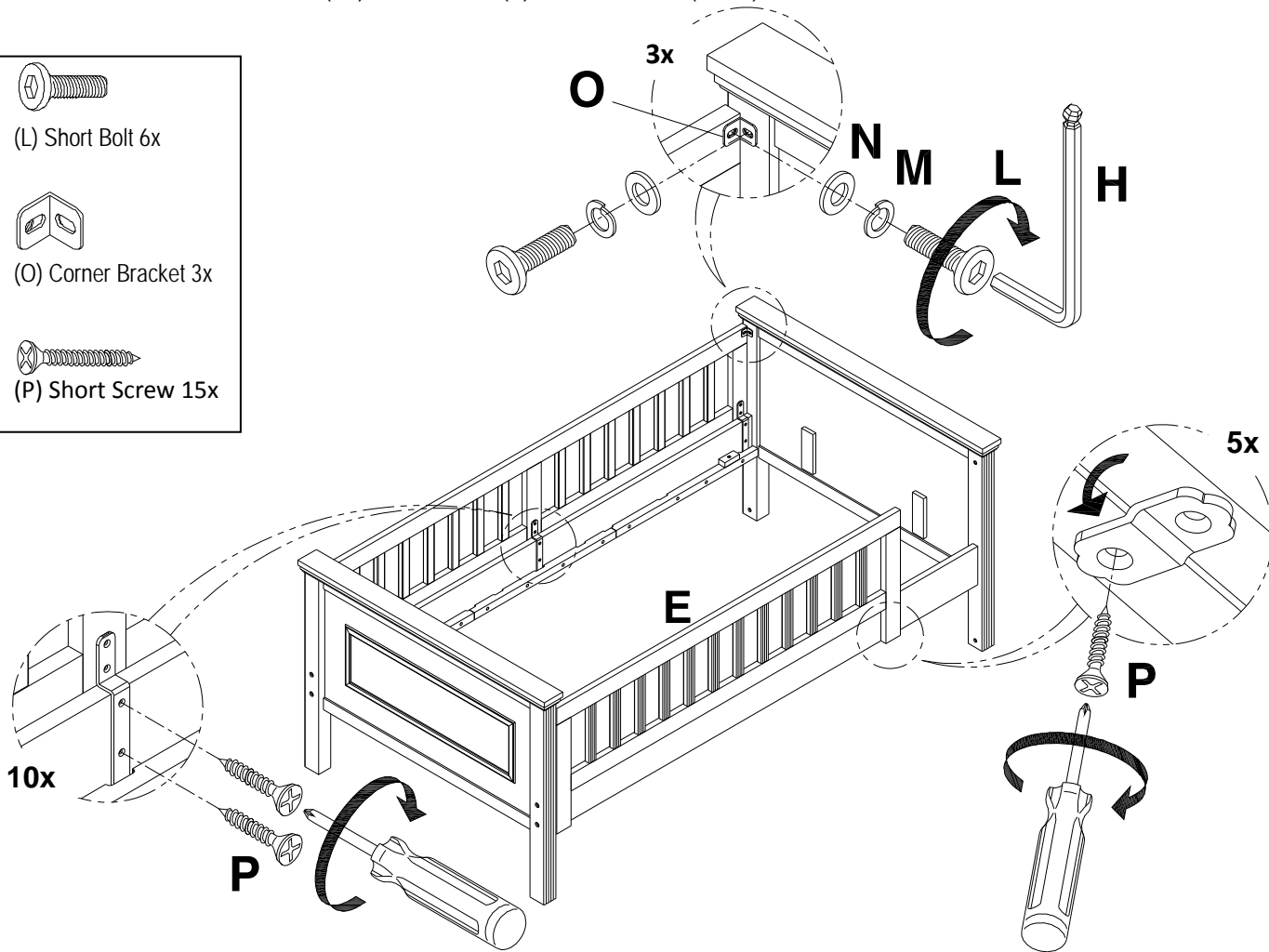
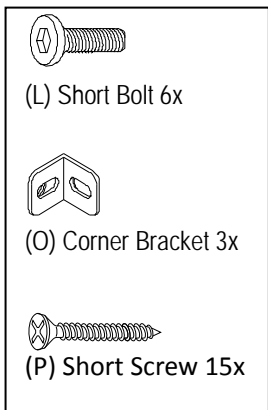


Option 1

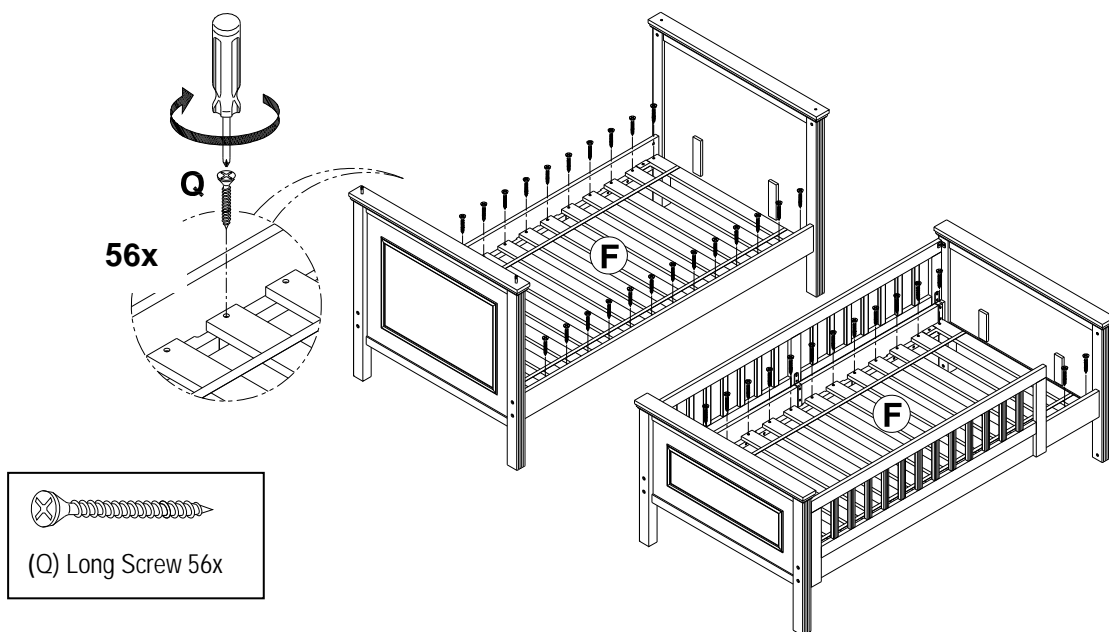


Option 2

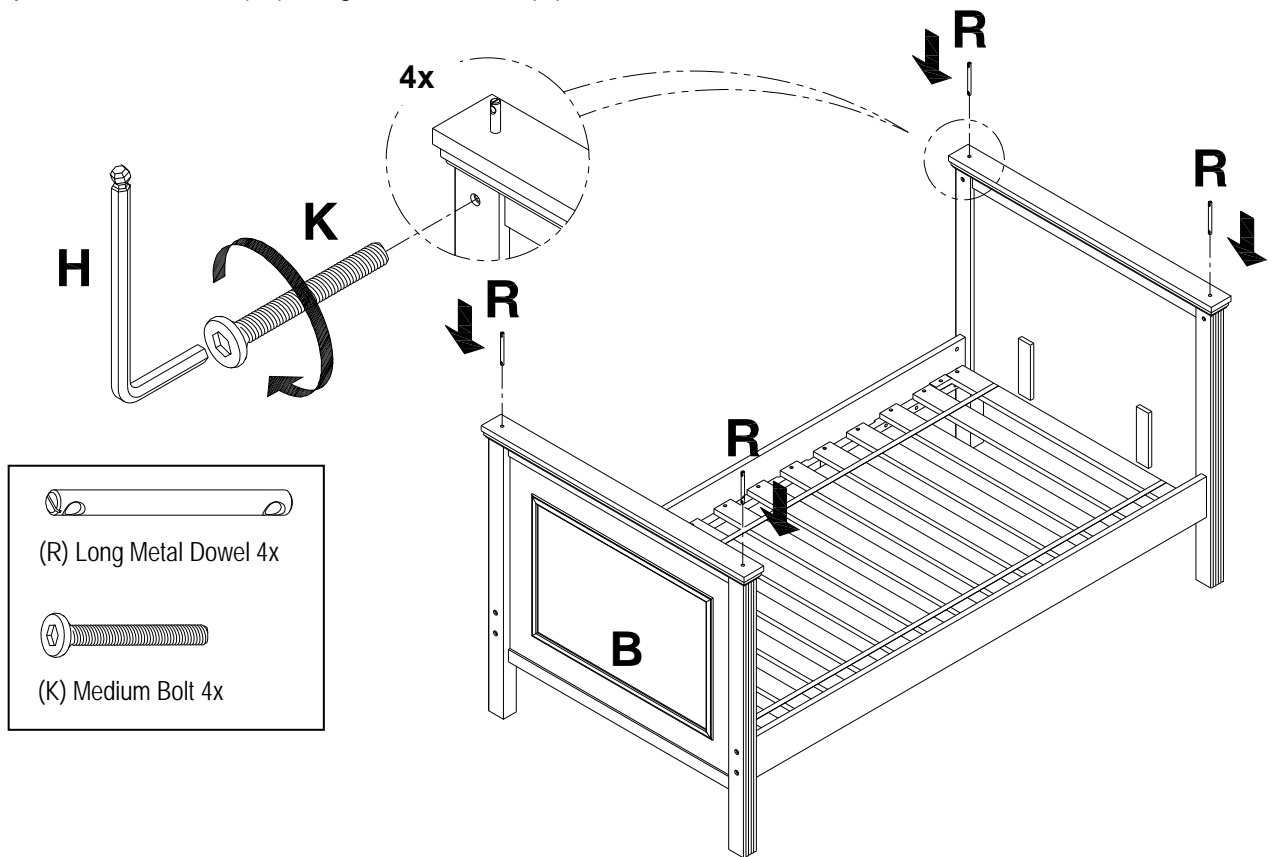
- Fasten Short /Long Guardrails (D&E) to the Side Rails (C) of the upper bunk using (10x) Short Screw (P). For the Short Guardrail (D), make sure there is no gap in between the guardrail end and Short end board (A) opposite the desired entry point before you start screwing the parts. Turn brackets on bottom of Guardrails and insert (5x) Short Screw (P) to secure to underside of bed rails as shown.
- Place (3x) Corner Bracket (O) to pre-drilled holes in upper corner of the Short End Boards and Long/Short Guardrails and insert (6x) Short Bolts (L) with washers (N&M) to secure as seen in illustration below.



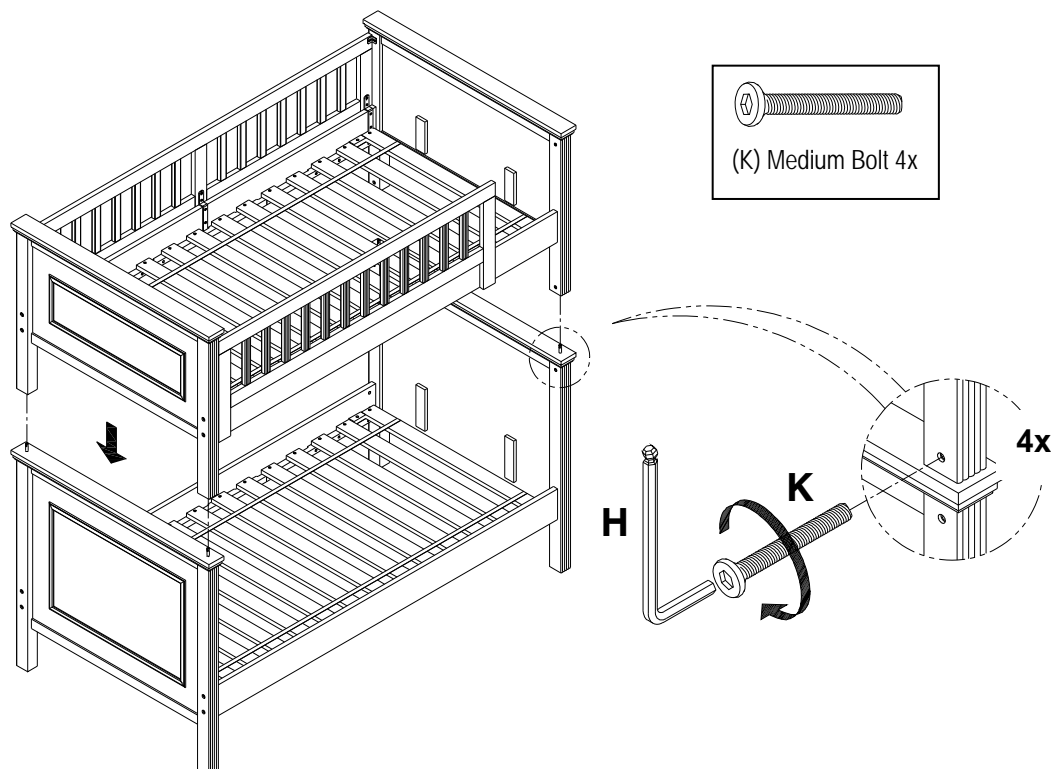
- Extend and place the Slat Roll (F) to bed frames and use (56x) Long Screw (Q) to secure as shown below.



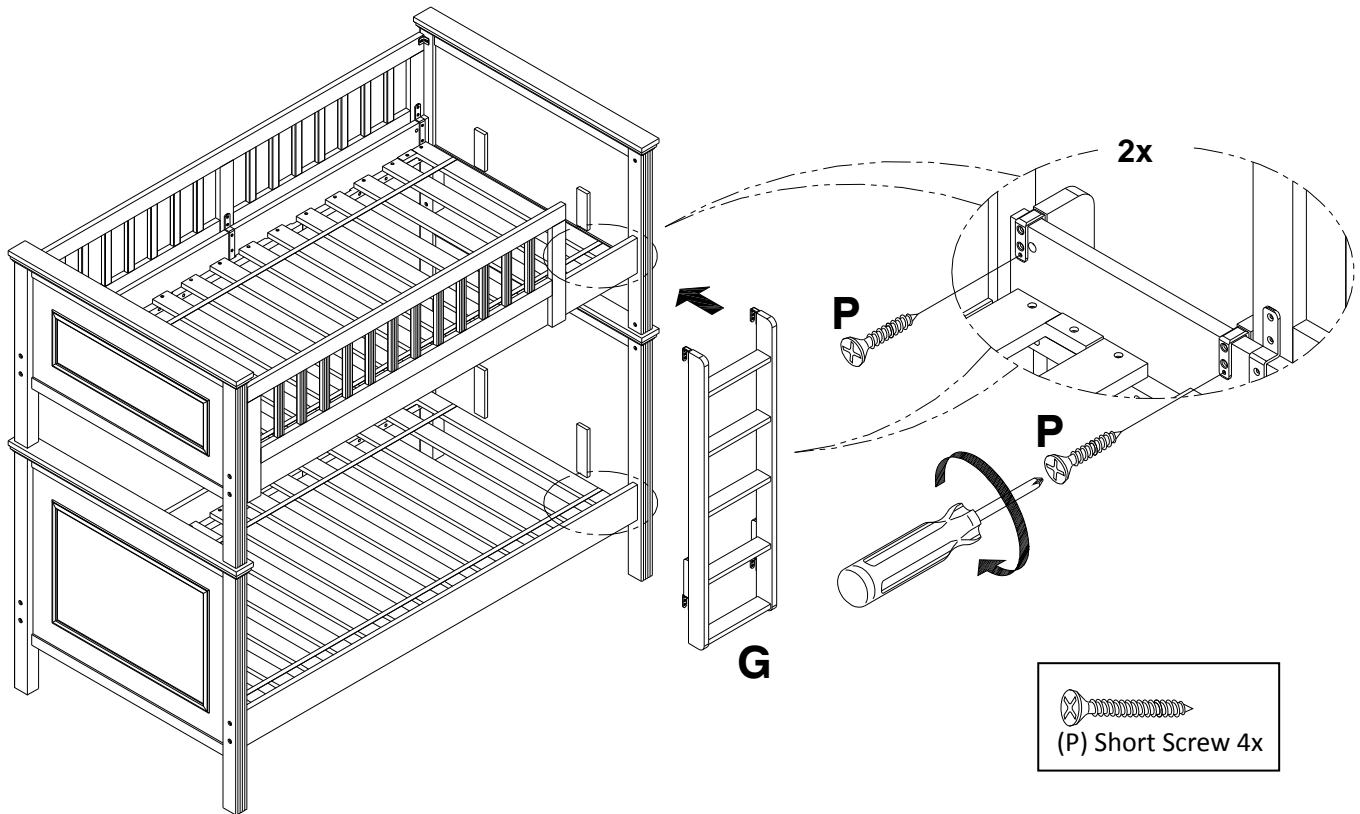
8. Insert (4x) Long Metal Dowel (R) from pre-drilled holes located on top rails of the Tall End Board (B).
9. Insert Medium Bolt (K) from pre-drilled hole on post of Tall End Board and turn the Long Metal Dowel (R) to align. Tighten the Medium Bolt (K) with Allen Key (H).
10. Repeat with the other (3x) Long Metal Dowels (R).



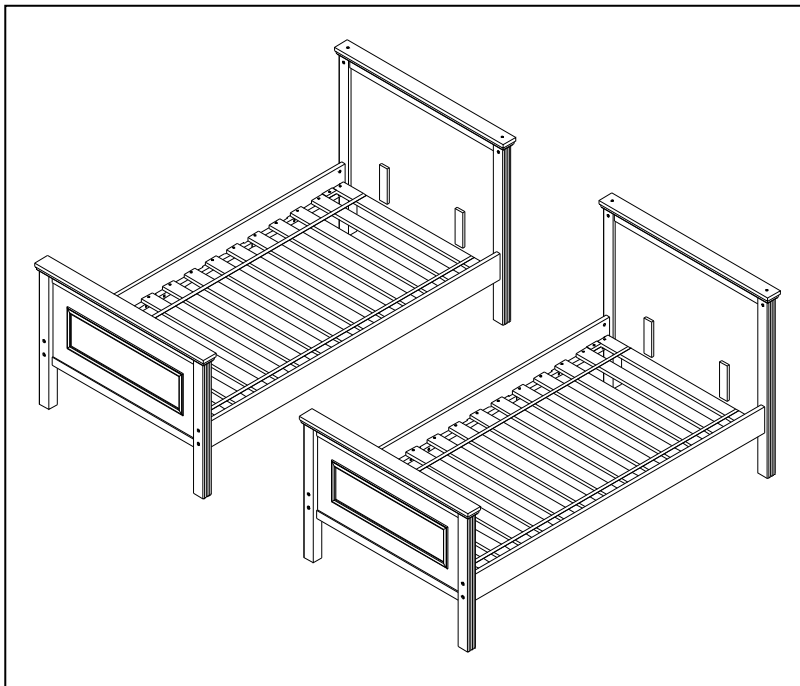
11. With help, lift upper bed (with Short End Boards) over bottom bed and align pre-drilled holes on bottoms of upper bed to the Long Metal Dowels on lower bed.
12. Insert (4x) Medium Bolt (K) from pre-drilled holes on posts of upper bed and align to holes on the Long Metal Dowels. Tighten with Allen Key (H).



13. Attach Ladder (G) to Opening of the Short Guardrail and ensure the pre-install hooks on the ladder sit well on side rails of upper and lower beds. Insert (2x) Short Screw (P) to secure Ladder to upper bed side rail and (2x) Short Screw (P) to secure Ladder to lower bed side rail as seen in illustration below.

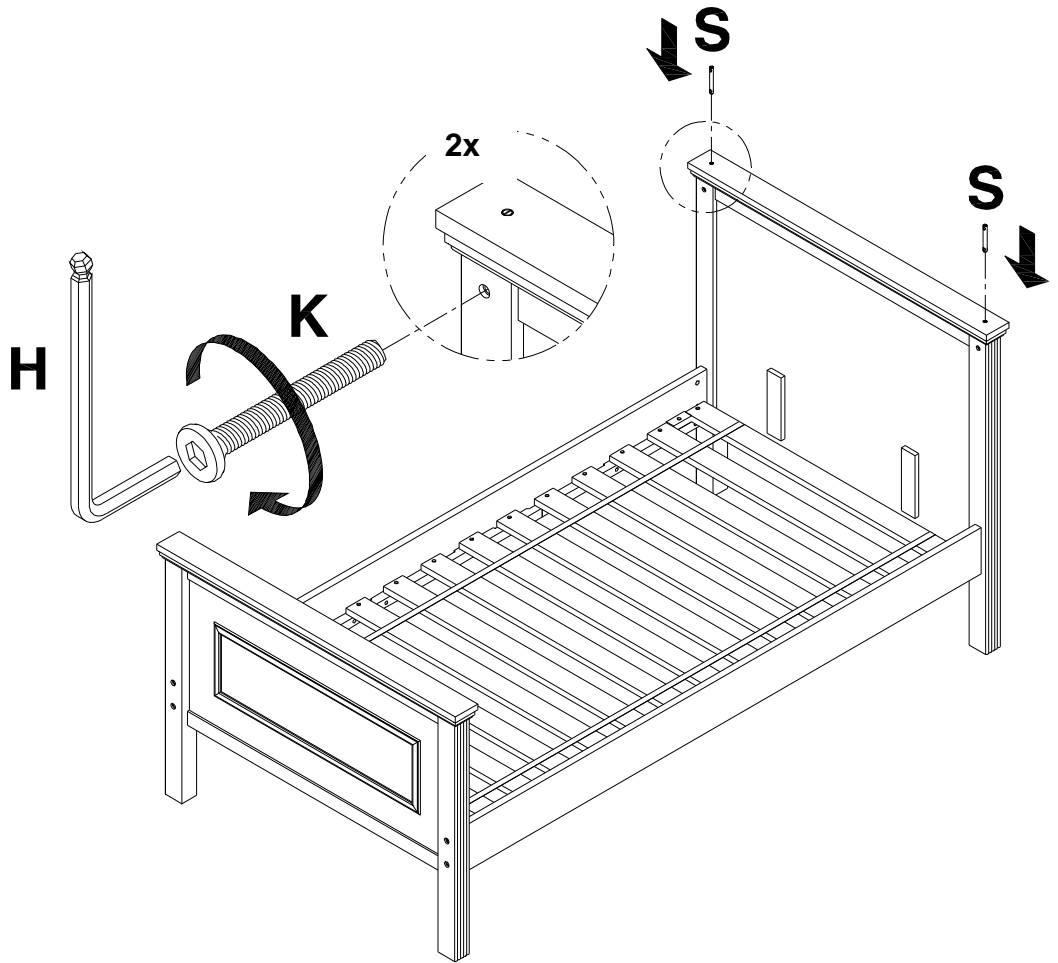
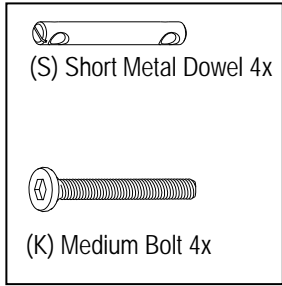


14. To convert bunk bed into two twin beds, remove upper bed and place it on floor.  
15. Use a Tall End Board as Headboard and a Short End Board as Footboard.  
16. Replace the Long Metal Dowel (R) with the Short Metal Dowels (S). Align and secure with the original Medium Bolt (K), using Allen Key (H).





17. Replace the Long Metal Dowel (R) with the Short Metal Dowels (S). Align and secure with the original Medium Bolt (K), using Allen Key (H).



#### Care Instructions:

- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp, cloth.
- We do not recommend the use of chemical cleansers, abrasives or furniture polish on our lacquered finish.
- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.

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