



HILLSDALE  
KIDS & TEEN

# STAIRCASE LOFT BED

Item No. 101532-104017(4090)/101532-104018(5090)/101532-104019(6090)/101532-104020(7090)



# SAFETY WARNINGS

## SAFETY FIRST!

All of Hillsdale's Bunkbeds were designed and manufactured with **your child's safety as our top priority.**

Their unparalleled strength is a bi-product of the safety design. Our bunks meet all compliance with ASTM F 1427-07 "Standard Consumer Safety Specification for Bunk Beds" and Code of Federal Regulations (CFR) 1213 "Safety Standards for Entrapment Hazards in Bunk Beds" and (CFR) 1513 "Requirements for Bunk Beds".

Safety is a cooperative effort between us as the manufacturer, and you as a guardian. **Please read and consider the warnings listed on this page** when choosing a mattress and discussing rules of use with your child.

### REPLACEMENT PARTS

Replacement parts, including additional guardrails, may be obtained from any of **Hillsdale's** dealers.

1. Follow the information on the warnings appearing on the upper bunk end structure and on the carton. Do not remove warning label from bed.
2. Always use the recommended size mattress or mattress support, or both, to help prevent entrapment or falls.
3. Surface of mattress must be at least 5 inches (127 mm) below the upper edge of guardrails.
4. Do not allow children under 6 years of age to use the upper bunk.
5. Prohibit more than one person on the upper bunk.
6. Periodically, check and ensure that the guardrail, stairs, and other components are in their proper position, free from damage, and that all connectors are tight.
7. Do not allow horseplay on or under the bed and prohibit jumping on the bed.
8. Always use the stairs for entering and leaving the upper bunk.
9. Do not use substitute parts. Contact the manufacturer or dealer for replacement parts.
10. Use of a nightlight may provide added safety precaution for a child using the upper bunk.
11. Always use guardrails on both long sides of the upper bunk. If 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.
12. The use of water or sleep flotation mattresses is prohibited.
13. **Keep these instructions for future reference.**



## STRANGULATION HAZARD

Never attach or hang items to any part of the bunk bed that are not designed for use with the bed; including, but not limited to, hooks, belts and jump ropes

## SIZE OF MATTRESS AND FOUNDATION

Use only mattress, foundation and deck combined which is 74-75 inches long and 37 1/2-38 1/2 inches wide on upper bunk. Ensure thickness of mattress and foundation combined does not exceed 8 inches and the mattress is at least 5 inches below upper edge of guardrails.

# STAIRCASE LOFT BED

Item No. 4090, 5090, 6090, 7090

## INTRODUCTION

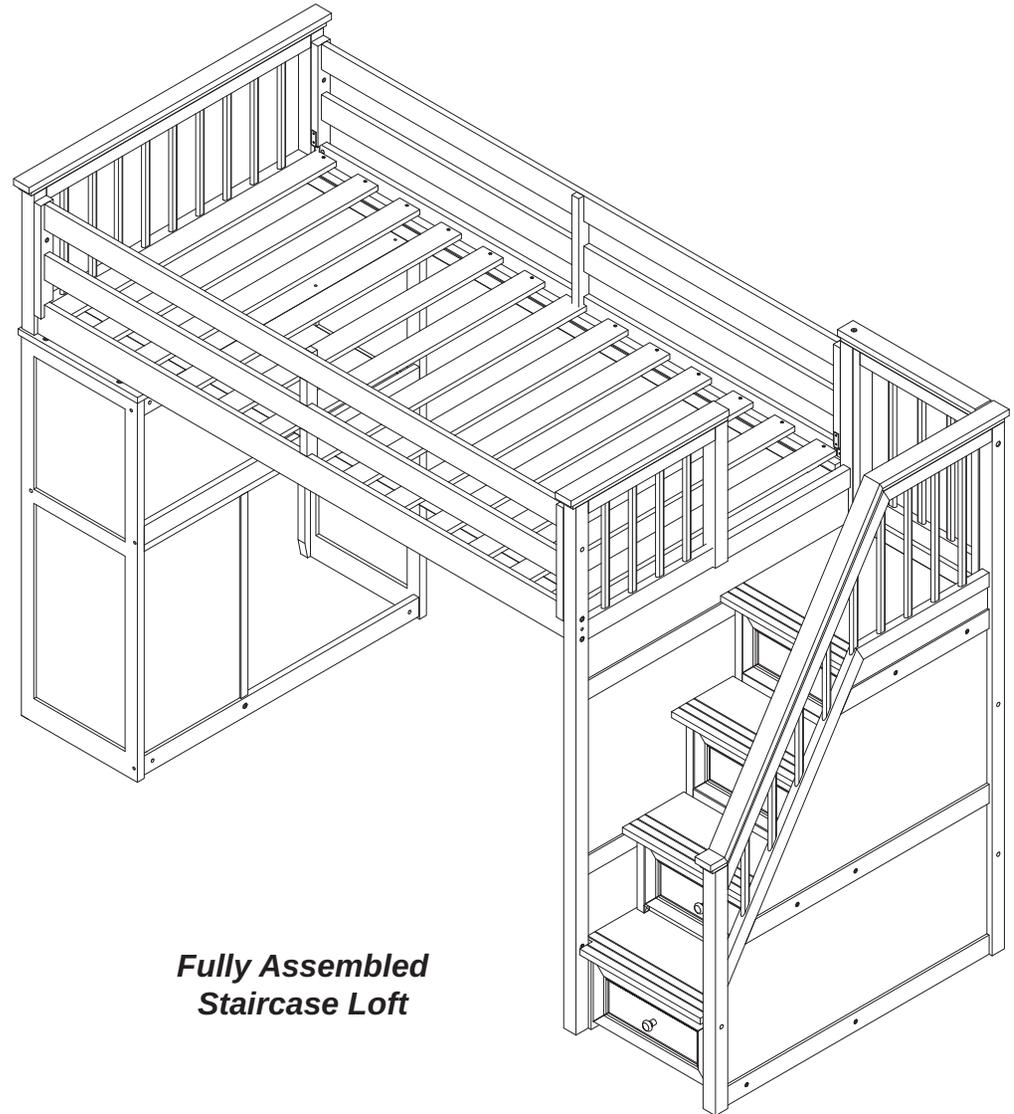
Enclosed please find simple step-by-step instructions to help you quickly assemble your product. Before you begin we recommend that you follow the steps below:

1. Please read the instructions thoroughly
2. Identify all parts and hardware
3. Gather the tool(s) necessary
4. Two adults required for assembly

**To protect your parts** during assembly please place them on a soft surface. To clean surface use only water on a damp cloth. Do not use window cleaners or cleaning abrasives as it will scratch the surface and could damage the protective coating.

### CUSTOMER SUPPORT

If you are missing parts or need assistance with your product, please contact the retailer from whom you purchased the product. When you call or email, please include the Product's Item Number and PO Number which is located on the Production Tracking Sticker. This sticker can be found on the bottom, inside or back of your product.



**Fully Assembled  
Staircase Loft**



HILLSDALE  
KIDS & TEEN

# PARTS LIST

**A**  Ø1/4-62x110mm Bolts X 2

**B**  Ø1/4-53x90mm Bolts X 8

**C**  Ø1/4-37x60mm Bolts X 20

**D**  Ø1/4-29x40mm Bolts X 34

**E**  45mm Screws X 4

**F**  Barrel Nuts X 26

**G**  Φ8 x 40mm Wood Dowels X 12

**H**  30mm Screws X 26

**I**  25mm Screws X 2

**J**  16mm Screws X 8

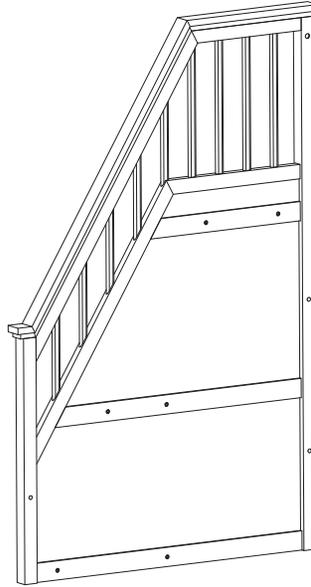
**K**  Ø1/4-14x19mm Bolts X 2

**L**  T-Nuts X 2

**M**  Φ10 x 40mm Wood Dowels X 4

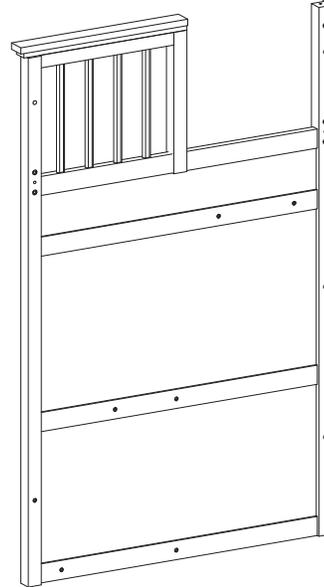
**N**  Allen Wrench X 1

1



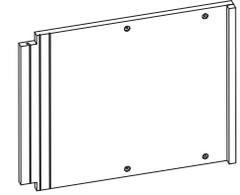
Outer Staircase Support Panel X 1

3



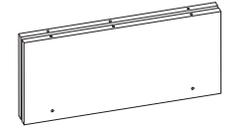
Inner Staircase Support Panel X 1

6



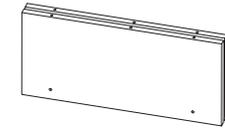
Toy Box Top Support X 1

7.1



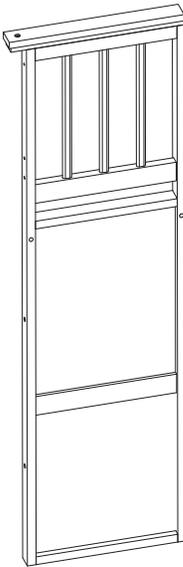
Toy Box Left Side Supports X 1

7.2



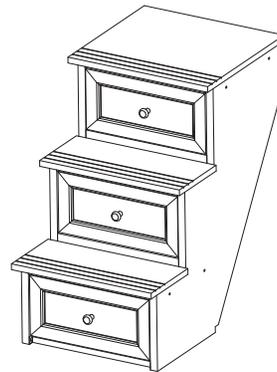
Toy Box Right Side Supports X 1

2



Back Staircase Support Panel X 1

4



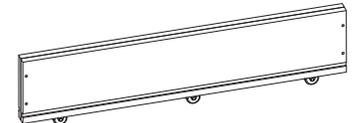
Staircase/Drawers X 1

8



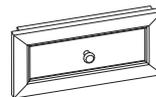
Toy Box Back X 1

9



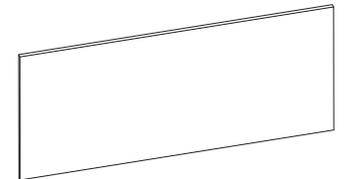
Toy Box Sides X 2

5



Toy Box Front X 1

10



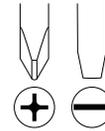
Toy Box Bottom X 1



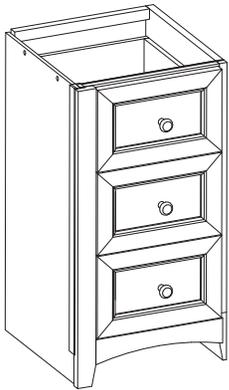
# PARTS LIST (CONTINUED)

**Other Tools Required**  
(Not Included)

- Phillips Screwdriver
- Flathead Screwdriver

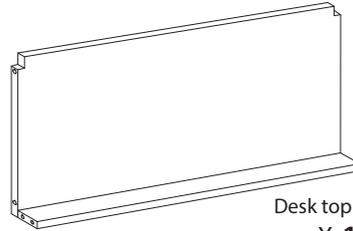


11



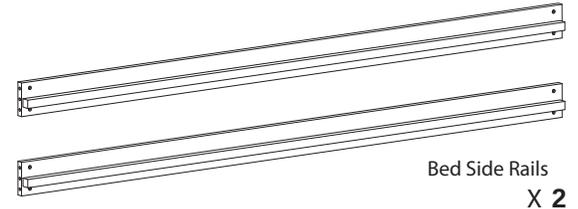
Desk Cabinet  
X 1

15



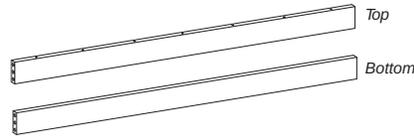
Desk top  
X 1

20



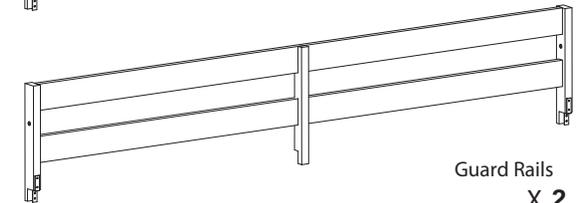
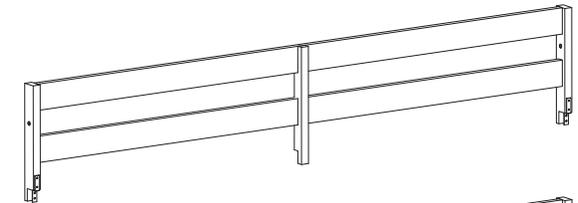
Bed Side Rails  
X 2

16



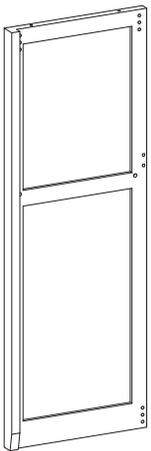
Desk Hutch Back Supports  
X 1 (of each type)

21

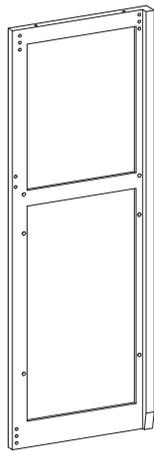


Guard Rails  
X 2

12

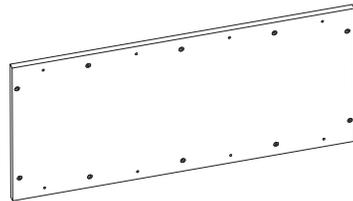


13



Left & Right Desk Hutch Side Panels  
X 1

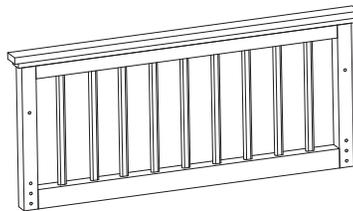
18



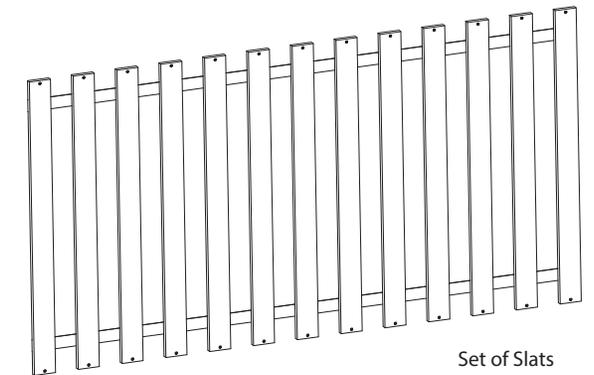
Desk Hutch Top Panel  
X 1

22

19



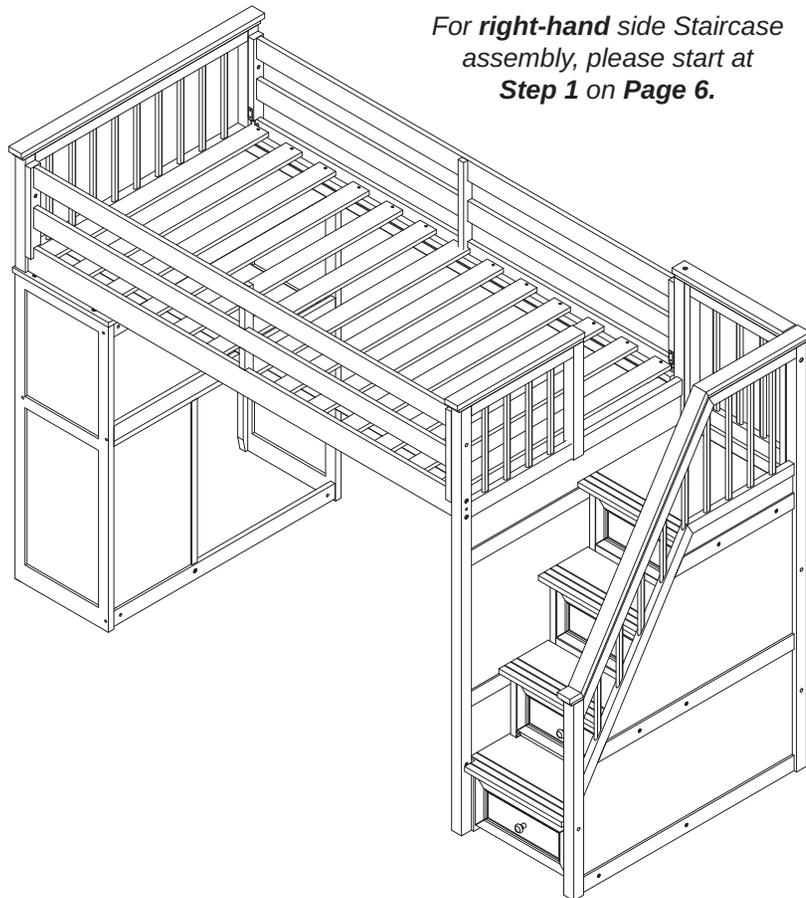
Headboard  
X 1



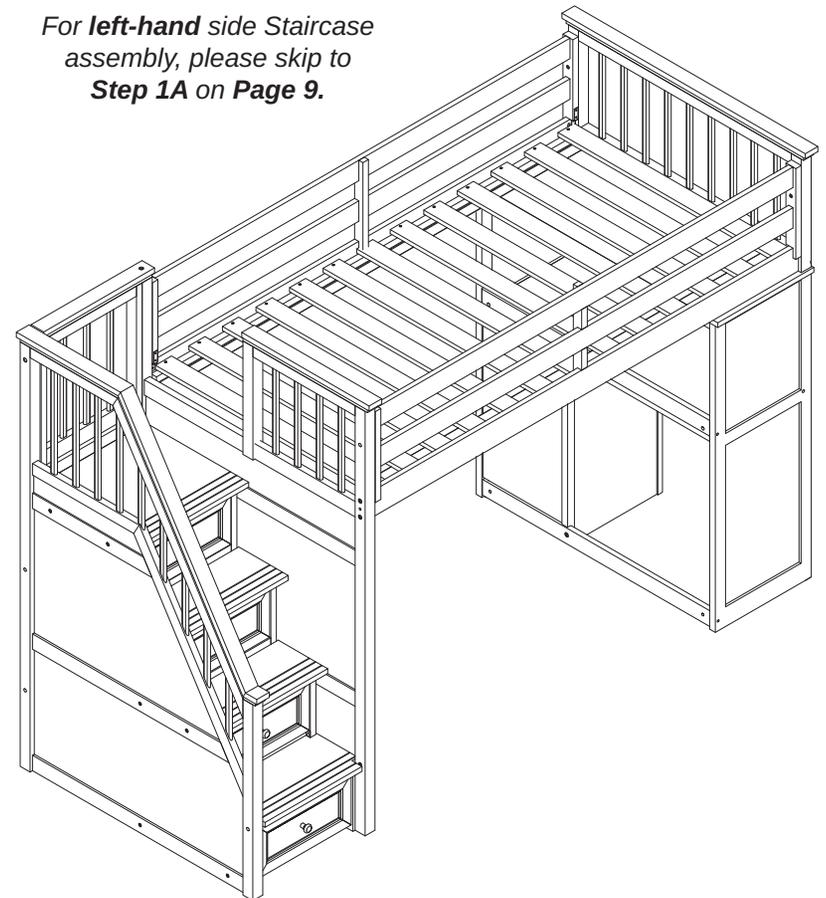
Set of Slats  
X 1



**NOTE:** Before beginning assembly, decide exactly where the bed is to be placed and on which ends you would like the the Desk and Staircase. Both the Staircase and Desk can be placed at either end and reversed. See below.



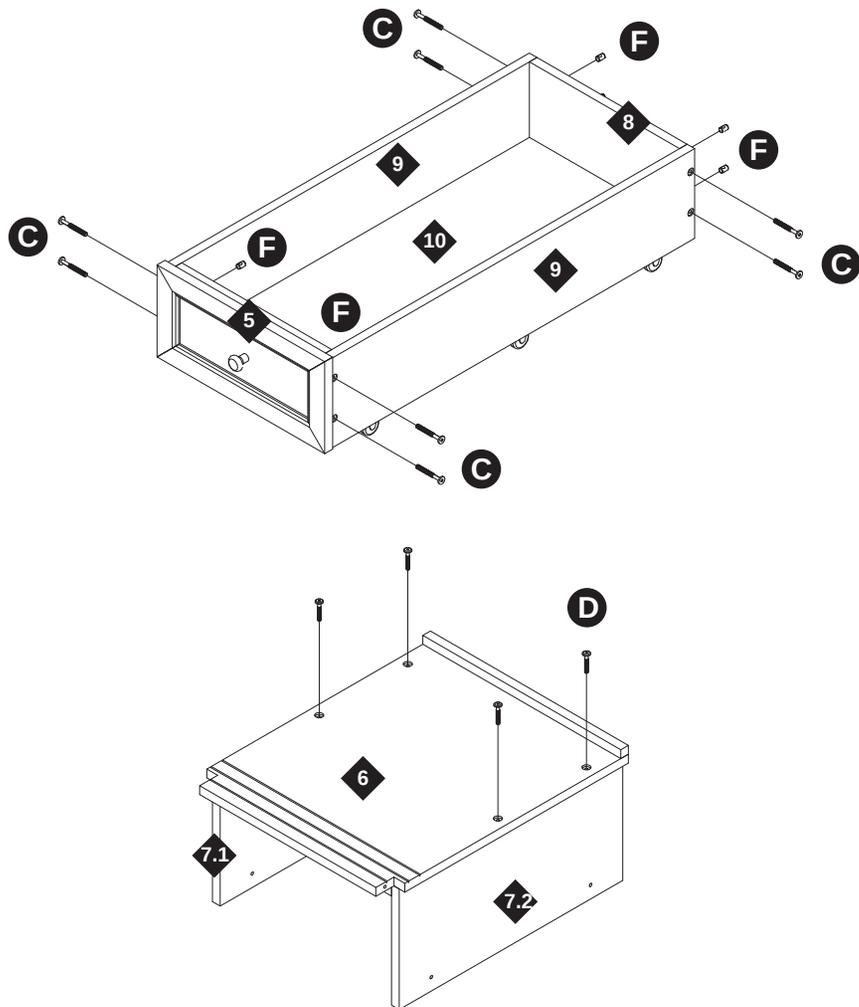
For **right-hand** side Staircase assembly, please start at **Step 1 on Page 6.**



For **left-hand** side Staircase assembly, please skip to **Step 1A on Page 9.**

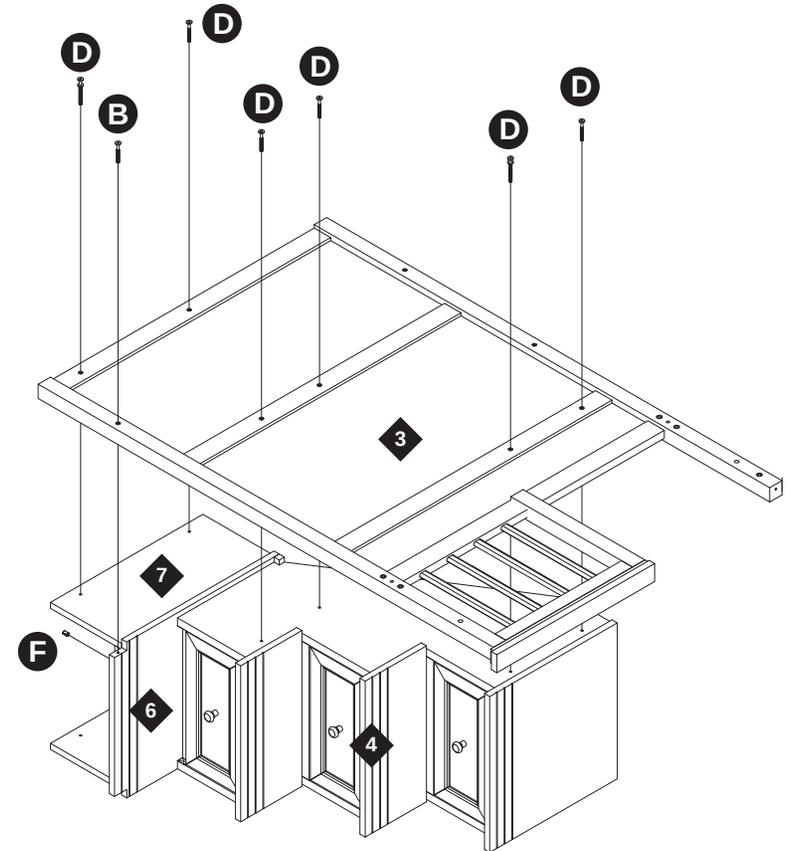
**STEP 1** Steps 1-5: Right-hand Staircase assembly

Assemble Toy Box and Support.



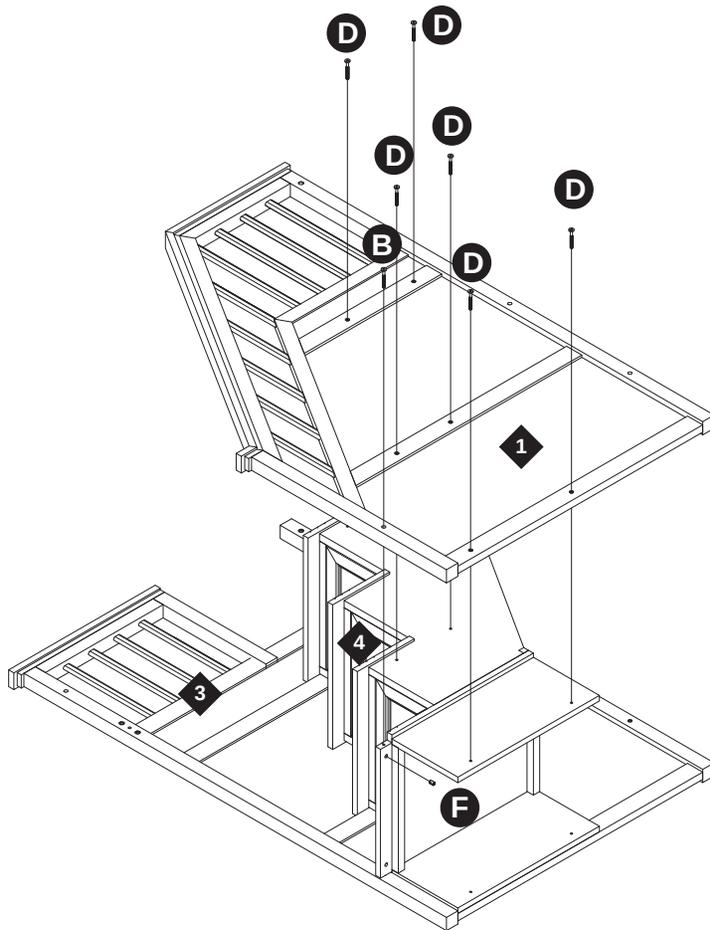
**STEP 2**

Lay Staircase/Drawers flat on its side with drawer fronts facing you and the top facing right. Put Toy Box Support in place with the lip catching the notch at the bottom of Staircase as shown. Gently lower and attach Inner Staircase Support Panel making sure to align the open side with the top stair. *Be careful not to scratch the finish while positioning the panel, this damage would not be covered under the warranty. We recommend two adults for this step.*



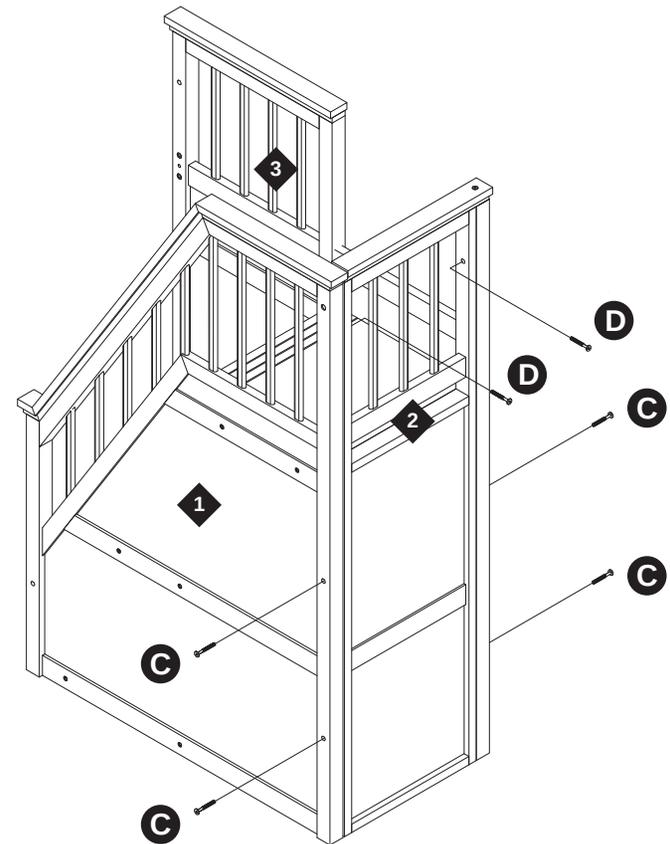
**STEP 3**

Turn partially assembled Staircase over then gently lower and attach the Outer Staircase Support Panel. Again, be careful not to scratch the finish while positioning the panel, this damage would not be covered under the warranty. We recommend two adults for this step.



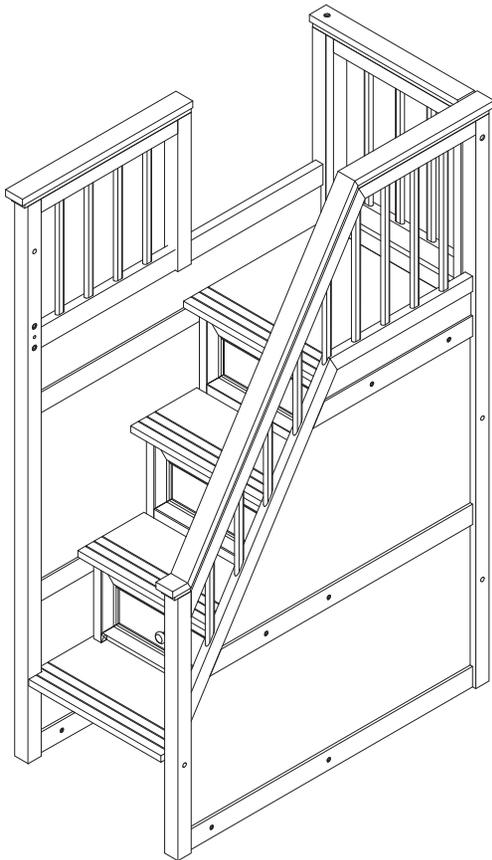
**STEP 4**

Stand Staircase upright and attach Back Staircase Support Panel.



**STEP 5**

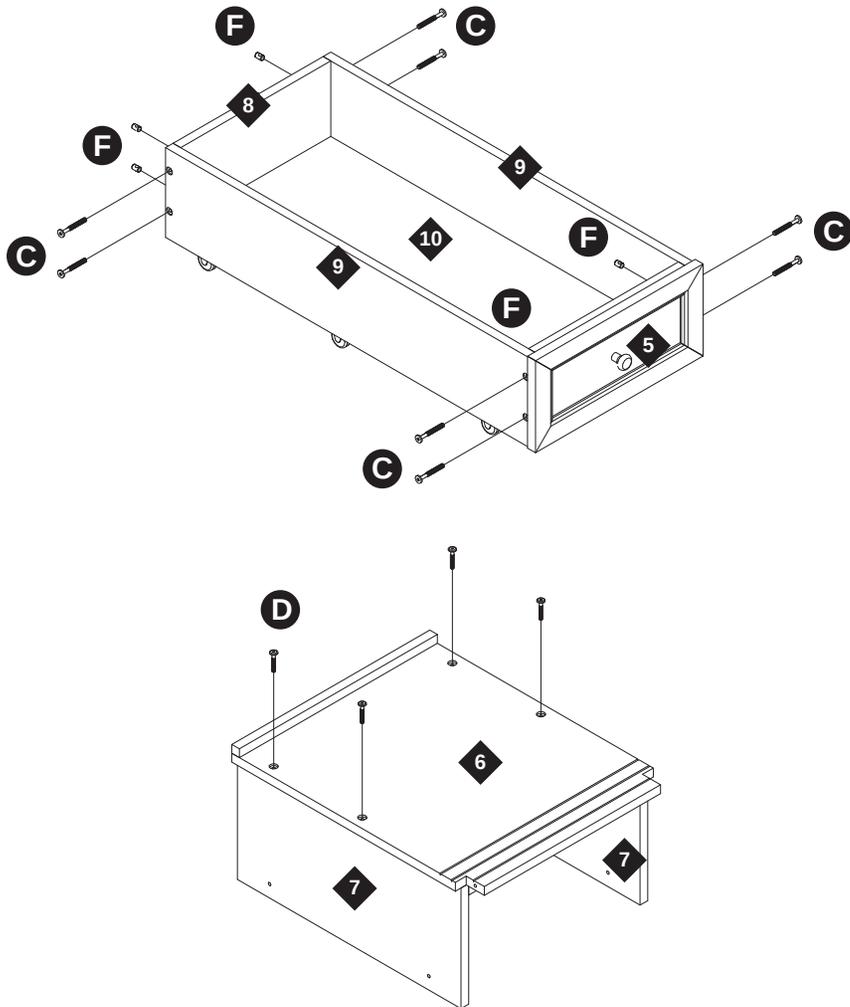
With two adults, lift the Staircase into desired position.



**Skip to Step 6 on Page 11**

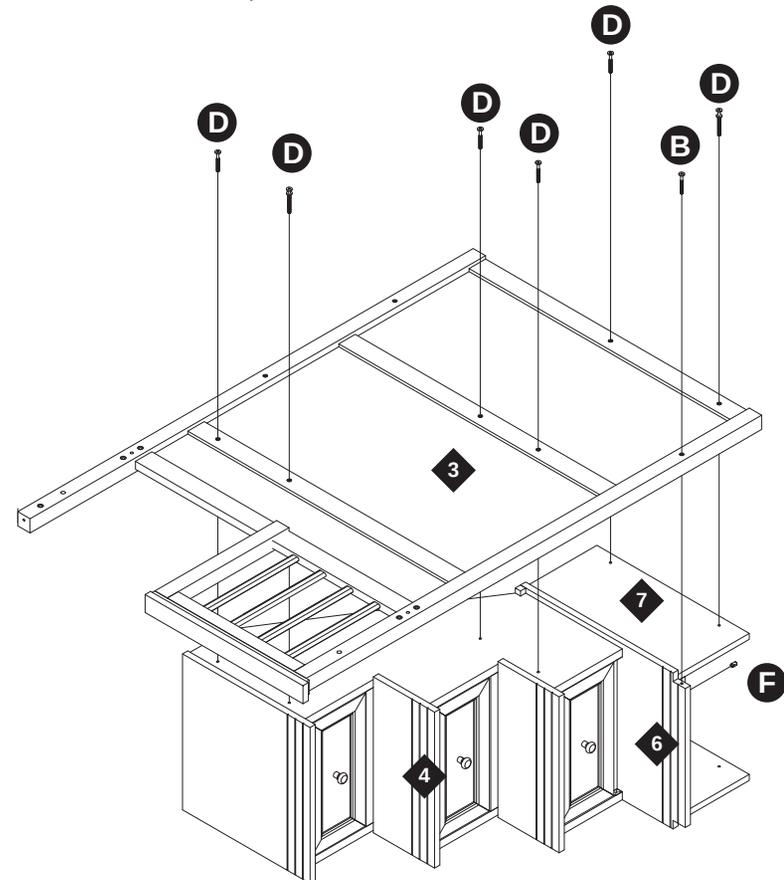
**STEP 1A Steps 1A-5A: Right-hand Staircase assembly**

Assemble Toy Box and Support.



**STEP 2A**

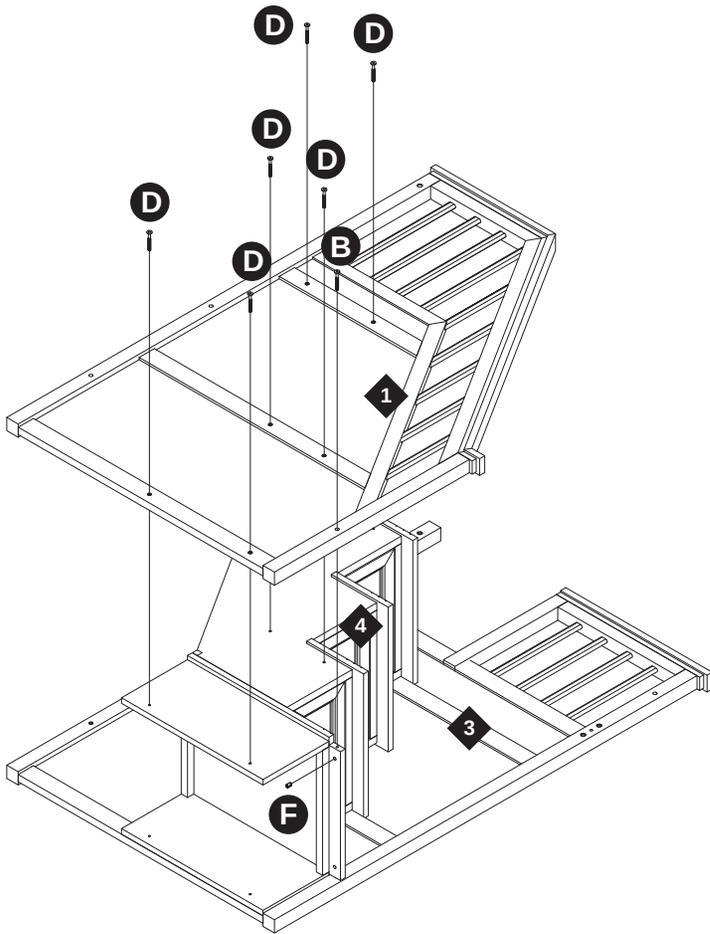
Lay Staircase/Drawers flat on its side with drawer fronts facing you and the top facing left. Put Toy Box Support in place with the lip catching the notch at the bottom of Staircase as shown. Gently lower and attach Inner Staircase Support Panel making sure to align the open side with the top stair. *Be careful not to scratch the finish while positioning the panel, this damage would not be covered under the warranty. We recommend two adults for this step.*





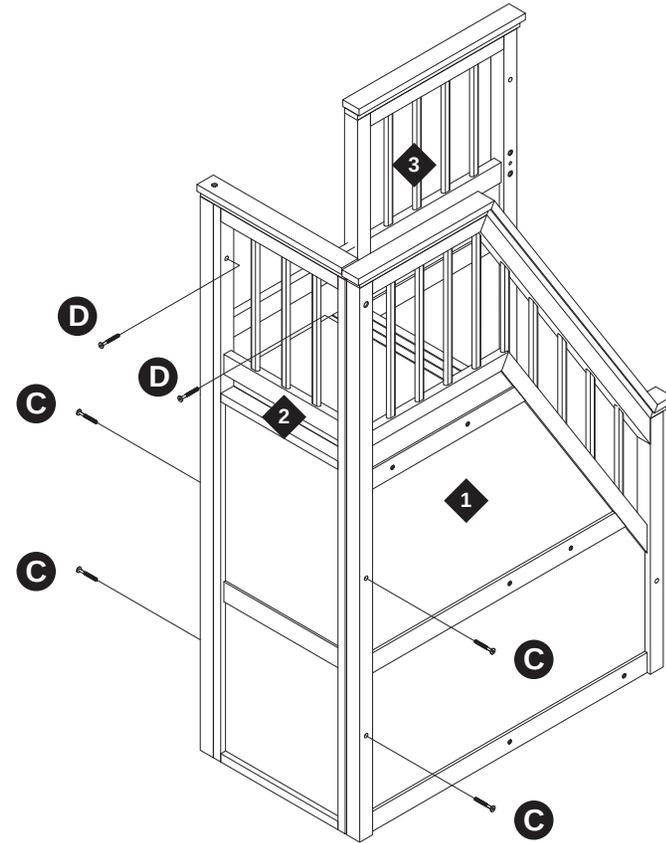
**STEP 3A**

Turn partially assembled Staircase over then gently lower and attach the Outer Staircase Support Panel. Again, be careful not to scratch the finish while positioning the panel, this damage would not be covered under the warranty. We recommend two adults for this step.



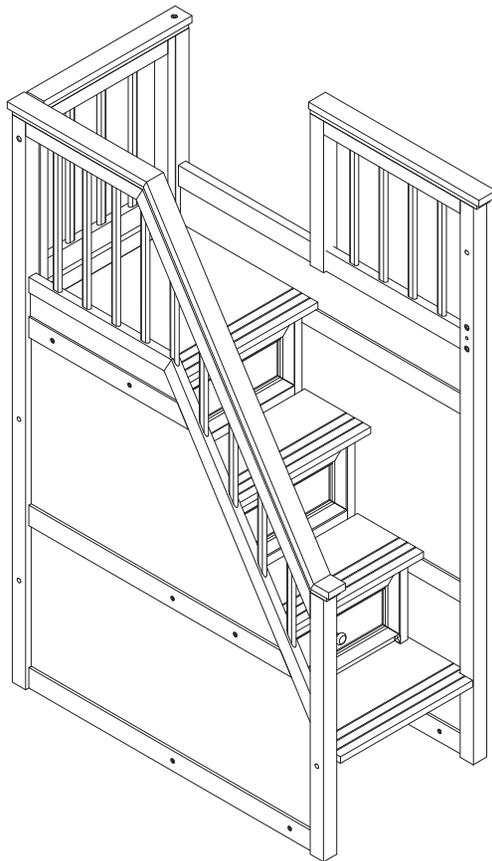
**STEP 4A**

Stand Staircase upright and attach Back Staircase Support Panel.



**STEP 5A**

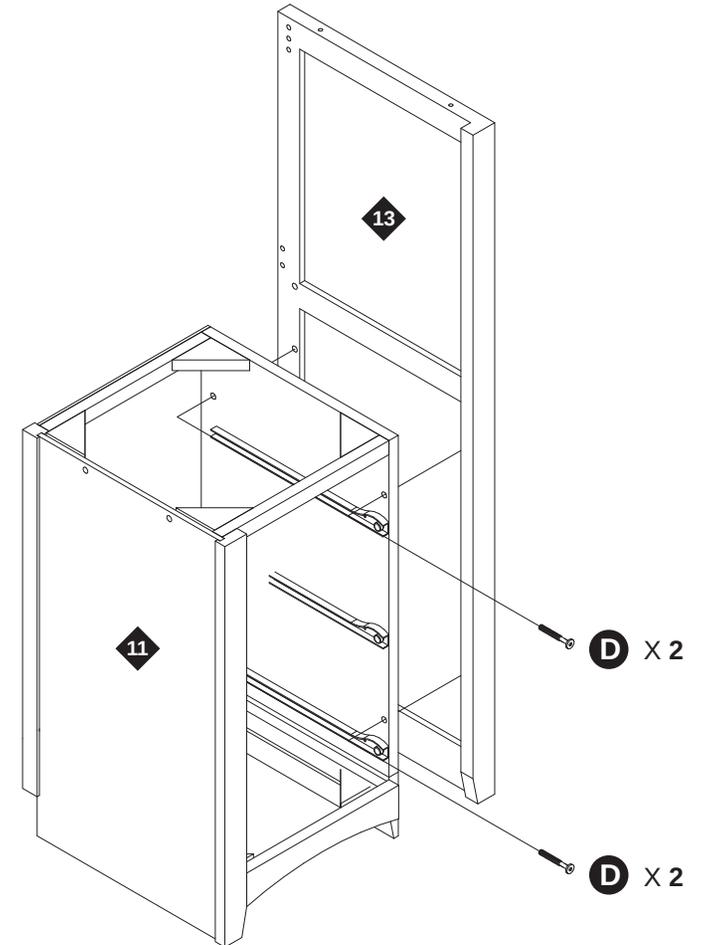
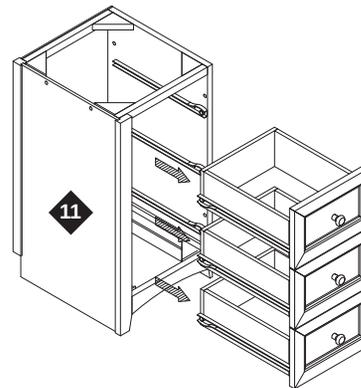
With two adults, lift the Staircase into desired position.



**STEP 6**

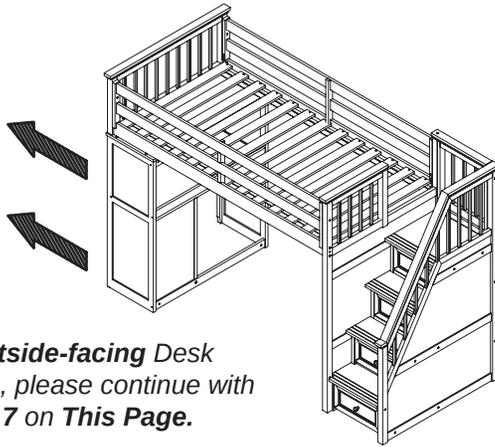
Steps 6-10: Desk Hutch assembly

Remove drawers from Desk Cabinet before proceeding, then attach Right Desk Hutch Side Panel.

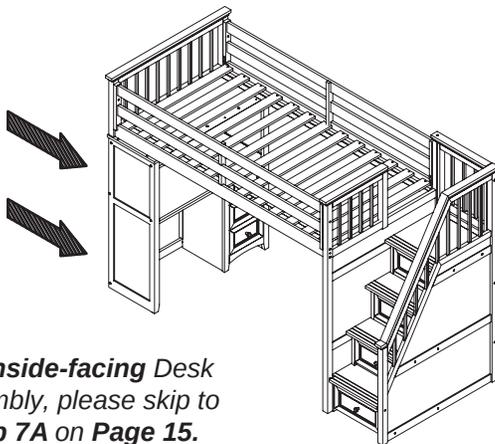




**NOTE:** Before continuing assembly, decide whether you would like the Desk to be **outside-facing** or **inside-facing** and follow instructions below .



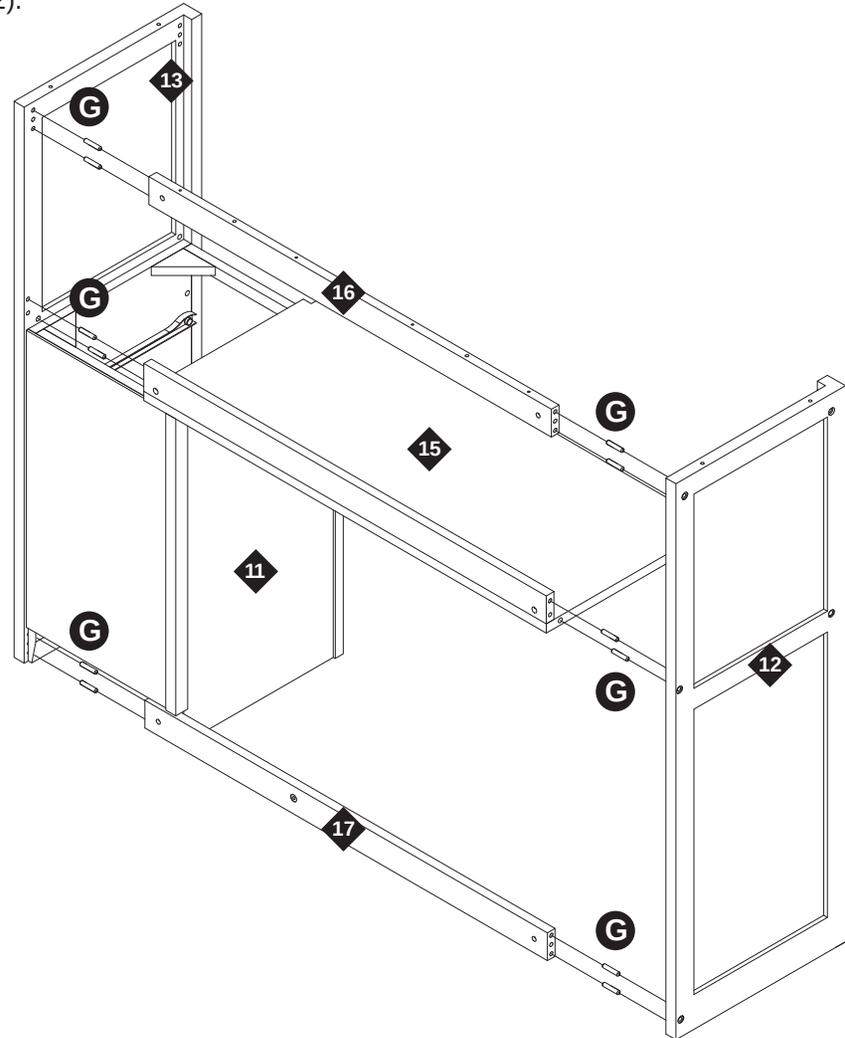
For **outside-facing** Desk assembly, please continue with **Step 7 on This Page.**



For **inside-facing** Desk assembly, please skip to **Step 7A on Page 15.**

### STEP 7 Steps 7-9: Outside-facing Desk assembly

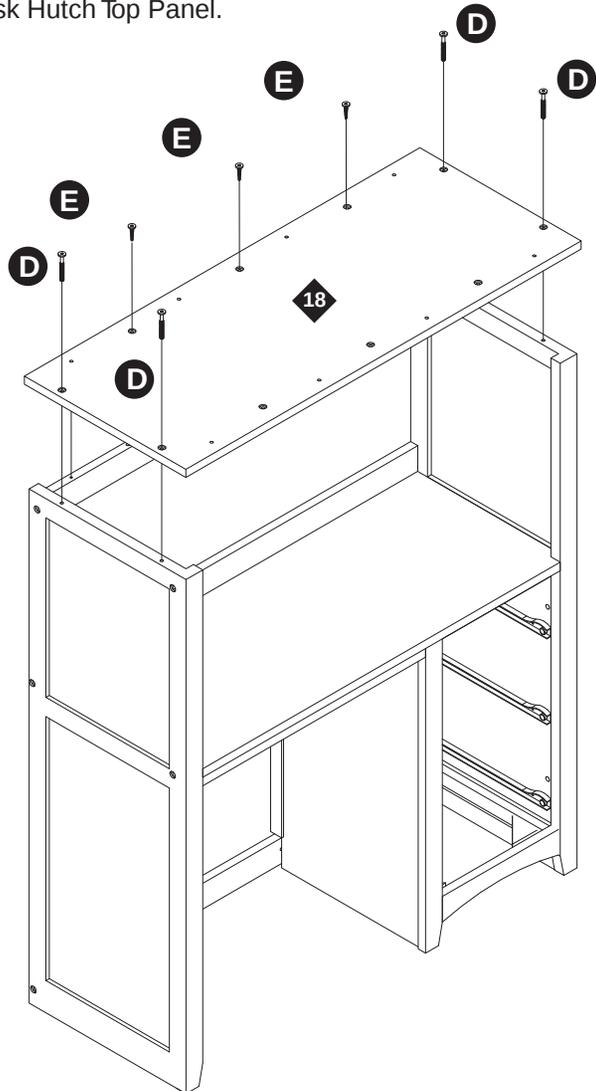
Fit Desk Hutch Back Supports, Desk Top, and Left Desk Hutch Side Panel together using wood dowels(12).





**STEP 9**

Attach Desk Hutch Top Panel.

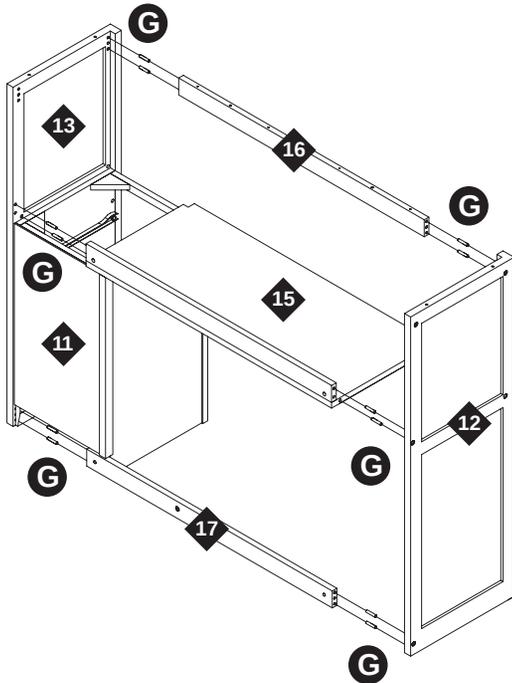


**Skip to Step 10 on Page 16**

**Steps 7A-9A: Inside-facing Desk assembly**

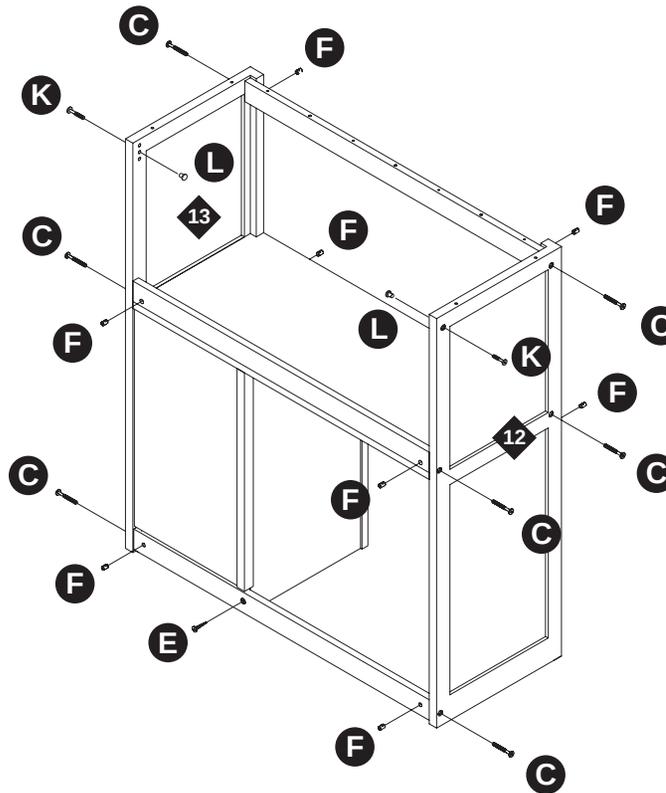
**STEP 7A**

Fit Desk Hutch Back Supports, Desk Top, and Left Desk Hutch Side Panel together using wood dowels(12).



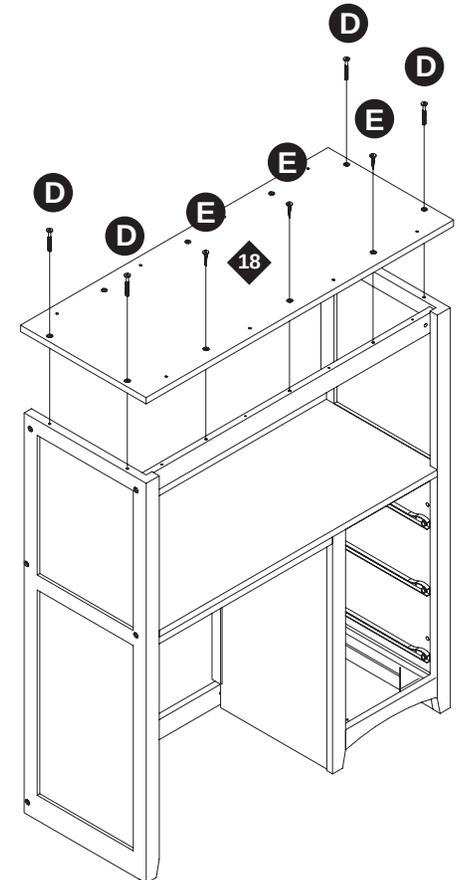
**STEP 8A**

Secure Desk Hutch Side Panels and Back Supports as shown.



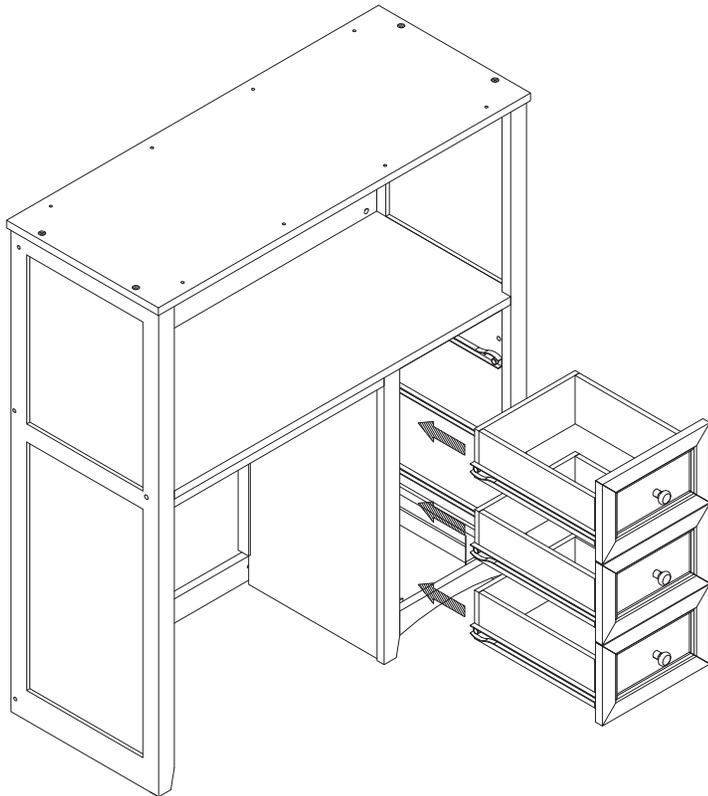
**STEP 9A**

Attach Desk Hutch Top Panel.



**STEP 10**

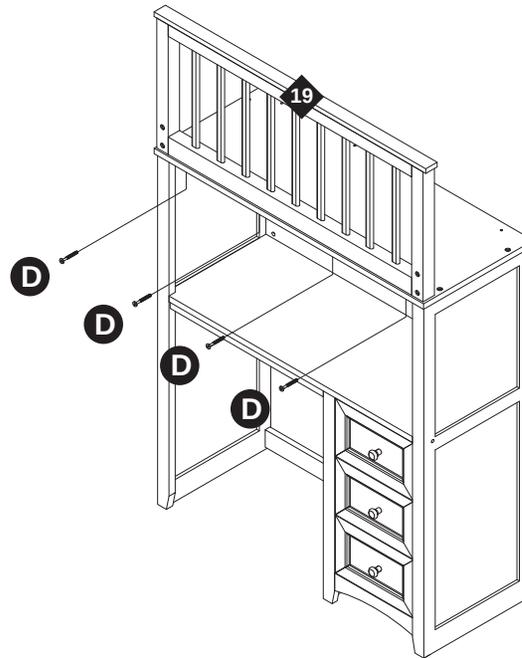
With two adults, move the Desk Hutch into position then replace the drawers.



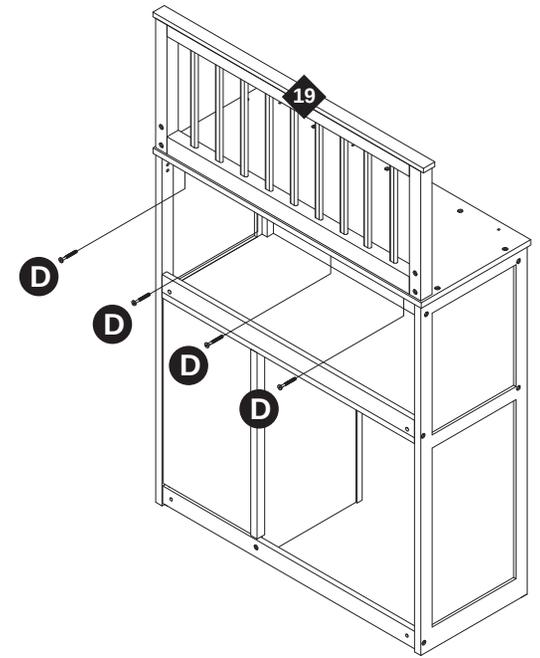
**STEP 11**

Steps 11-14: Upper Bed assembly

Attach Headboard to the top of the Desk Hutch.



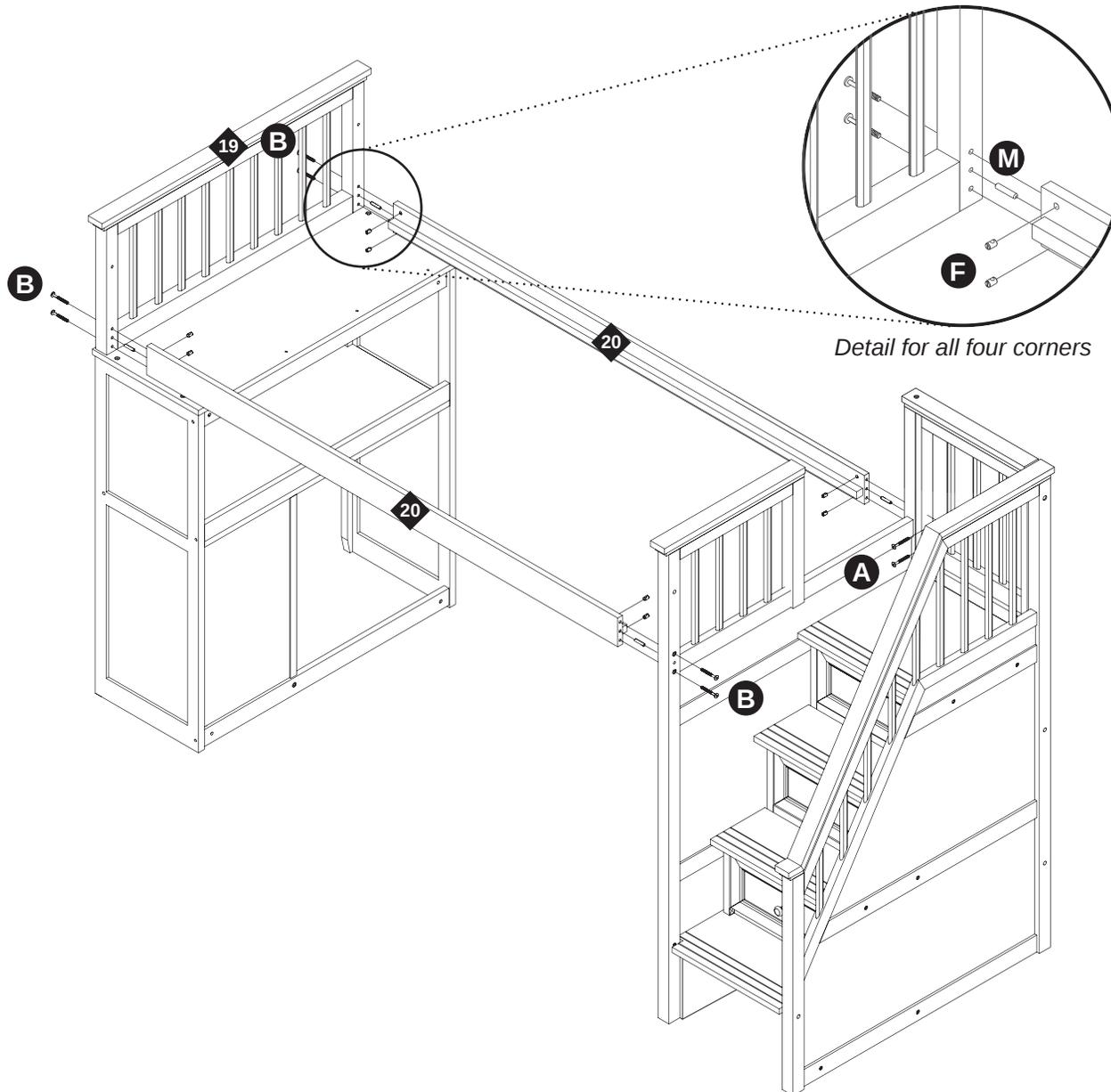
For **outside-facing**  
Desk assembly



For **inside-facing**  
Desk assembly

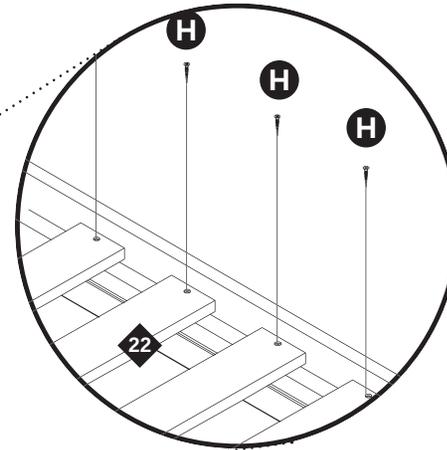
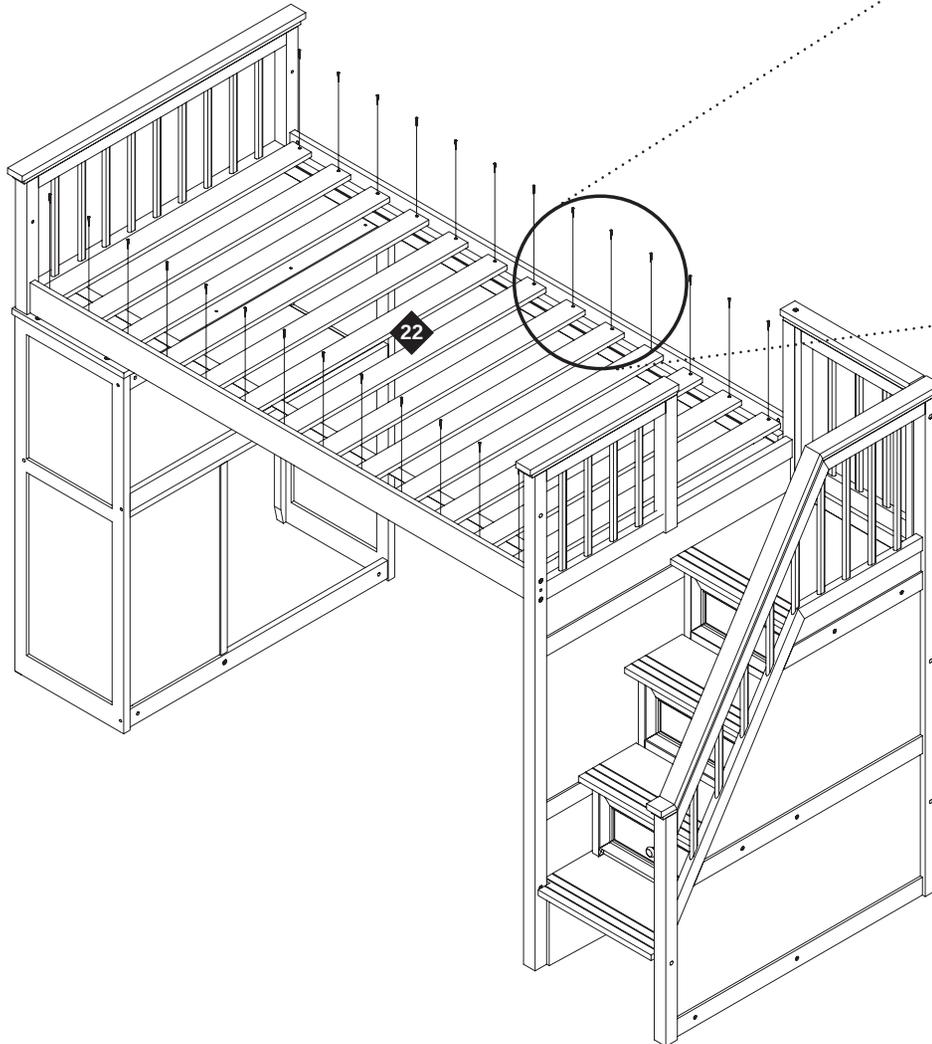
**STEP 12**

Attach Headboard/Desk  
Hutch, Bed Side Rails and  
Staircase.



**STEP 13**

Attach Slats.



*Lay slat roll between side rails and screw in slats to slat support as indicated. Make sure rails are pulled into slats prior to screwing in place.*

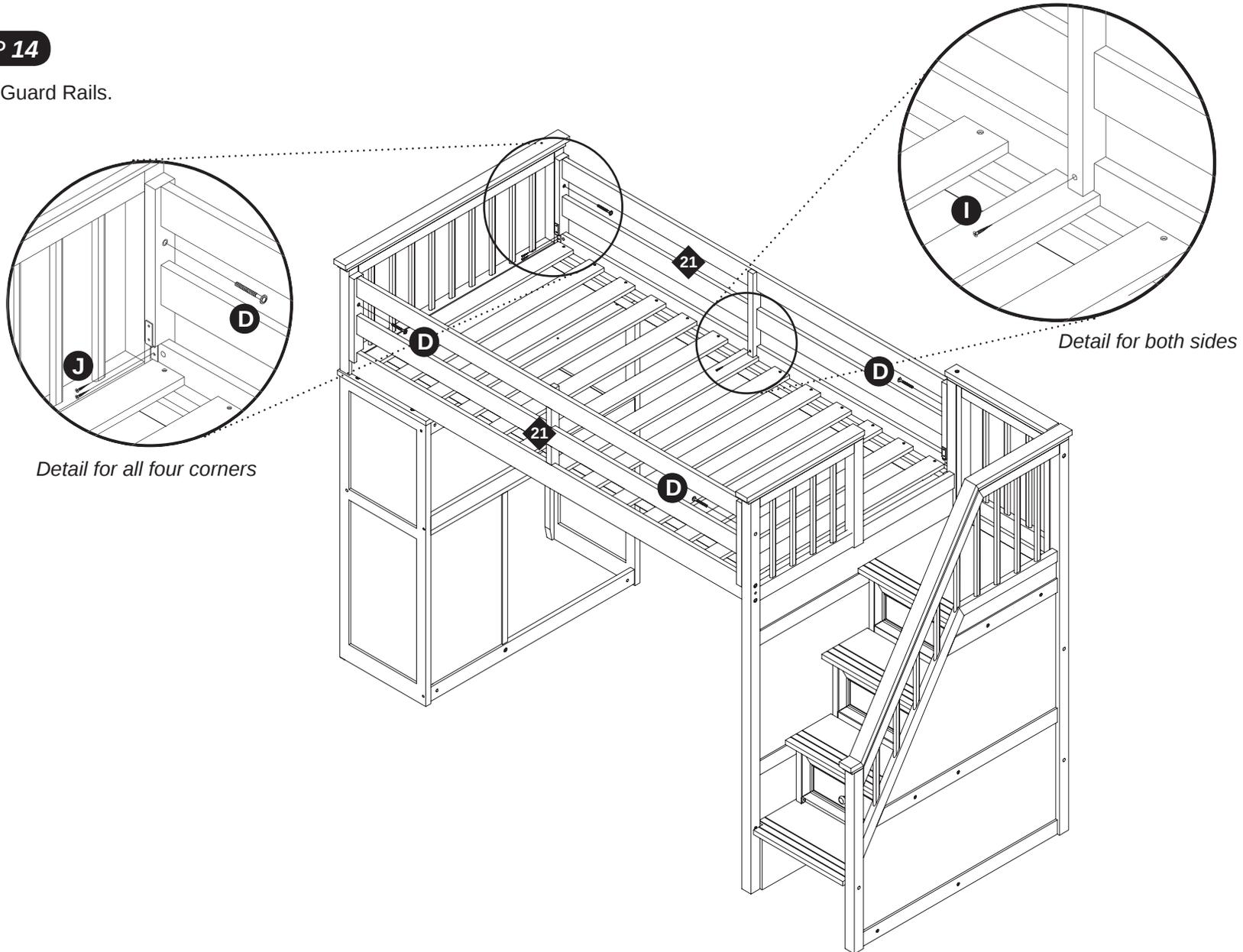


**WARNING**

To help prevent serious or fatal injuries **SCREW BOTH SIDES OF EACH SLAT TO THE SLAT SUPPORT**. Failure to do so could result in the collapse of the entire slat roll, **and will void your warranty**.

**STEP 14**

Attach Guard Rails.

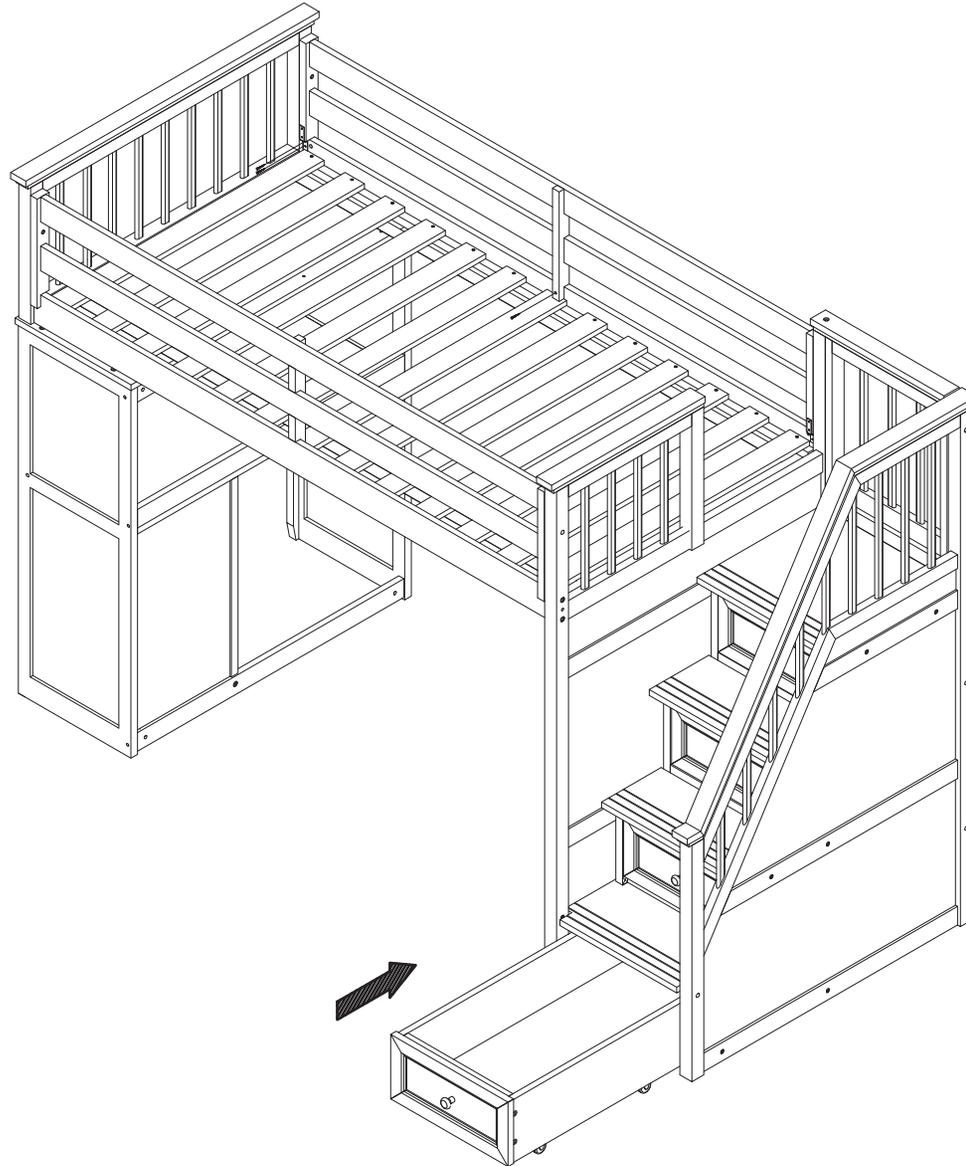


Detail for all four corners

Detail for both sides

**STEP 15**

With at least two adults, make sure the loft is in desired final position then slide the Toy Box into place.





## WARNING

### Important Safety Notice

Dresser/chest can tip (fall over) when not used as intended. This could potentially result in serious injury or death. **Keep your children and others safe by following these simple rules:**

1. Do not allow climbing on any dresser/chest.
2. Do not leave drawers open when not in use.
3. Do not allow standing in drawers.
4. Do not allow hanging from drawers.
5. Do not allow standing on top of dresser/chest.
6. Do not place heavy objects in drawers.
7. Do not place heavy objects on top of the Dresser/chest which can be pulled down on top of your child.
8. To avoid head injury, do not allow your child to play underneath open drawers.
9. Hutches, mirror, etc. Must be securely fastened to the dresser according to the instructions enclosed with those items.
10. Always monitor your child's activity when in the nursery.

## CARE INSTRUCTIONS



- A lacquer finish is used on this furniture to protect the wood. **It is not waterproof, clean spills immediately.** Dust using a slightly damp cloth, making sure no standing water is left on the furniture. **DO NOT** use any household cleaners, citrus-based polishes, wood soaps, or oils; they can break down the natural lacquer finish.



- **Do not place furniture in direct sunlight.** Natural solid wood furniture will naturally color as it ages, however, direct sunlight dramatically speeds up the process.

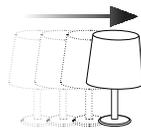


- In natural wood furniture, the variations in texture and grain **will affect the finish**, making it impossible to guarantee an exact match between two pieces of wood even though identical finishing processes are used. These differences in character **are not defects**, but variations that make each piece of furniture unique and beautiful.

- **Solid wood naturally expands and contracts.** In high humidity you may find that drawers can stick slightly. This will correct itself, and is not reason for concern.



- **Do not place furniture over heating or cooling vents.** Dramatic changes in temperature can cause the wood to split.



- If you place objects such as lamps or plants on your case pieces **make sure to move them from time to time.** There may be a slight discoloration where the object was. However, by exposing it to light the color will catch up to the rest of the case.



- Plastic or foam footed items such as phones or clocks can damage this finish, **use trivets under such items.**

## WRITTEN LIMITED WARRANTY

Hillsdale Furniture warrants to the consumer, who makes the original purchase of Hillsdale Furniture products, a 1-year warranty against defects in the material or workmanship of furniture components. Hillsdale Furniture will repair or replace any piece of furniture, which is defective in materials or workmanship. As used in this warranty, "defects" are defined as meaning imperfections in components, which substantially impair the usability of the product.

**Your Hillsdale Furniture furniture requires some routine maintenance. Please take care to treat your Hillsdale Furniture like the fine product it is. Proper care and use are essential to preserving your rights under this warranty.**

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## WARRANTY LIMITATIONS

### Authorized Retailer

This warranty protects you only when you purchase Hillsdale Furniture products from an authorized Hillsdale Furniture Retailer.

### Household Use

This warranty applies only when you have purchased a Hillsdale Furniture product for your own normal indoor household use (including use as a gift to another for household purposes) and not for resale or commercial use, which includes rental, business, and institutional or other non-residential use.

### Normal Use

This warranty applies under conditions of normal use only. This warranty does not apply to defects that result from accident, misuse or abuse, intentional damage, fire, flood, alteration or modification of the product, negligence, exposure, or use of the product in a manner inconsistent with its intended use. Additionally this warranty does not cover damage resulting from inadequate maintenance, cleaning, or care or any condition resulting from other than ordinary residential wear or from any use for which the product was not designed.

### original Purchaser

This warranty applies only as long as the product continues to be held for use by the original purchaser. The warranty cannot be transferred to subsequent owners or users of the product, and it shall be immediately invalidated in the event that the product is resold, transferred, leased or rented to any third party or person other than the original owner.

### Receipt of your Warranty Registration

The limited warranty set forth herein will be activated on the day of purchase. You must submit your sales receipt as proof of original purchase as a condition precedent to coverage under this limited warranty.

### Product modification

Any product modification by dealer, consumer, or other parties not authorized by Hillsdale Furniture will void this warranty.

### Floor samples or Products purchased "AS IS"

This warranty does not cover floor samples or products designated "AS IS" at the time of purchase.

### Assembly

Product must be assembled according to directions. Failure to assemble product correctly shall void the warranty. Care instructions are enclosed, failure to follow these instructions shall void your warranty.

### Natural Wood

Ageing of the finish is to be expected and is not a manufacturers defect. Imperfections in the finish caused by natural expansion and contraction of the wood are not considered manufacturers defects. Minor splits and cracks in the finish and the wood that do not pose a safety risk to the user are not considered manufacturers defects.

### Differences

Because of craftsmanship and use of natural materials in Hillsdale Furniture products, minor variations can occur from piece to piece, as in the matching of color, grain, or texture of wood. This warranty does not cover minor differences, or differences between floor samples or printed illustrations and your furniture.

### transportation

We do not pay for shipping and handling on warranty items.

### Claims

Any claim against this warranty must be presented in writing to the Authorized Hillsdale Furniture Retailer. The Authorized Hillsdale Furniture Retailer will then contact Hillsdale Furniture. If Hillsdale Furniture determines that replacement is impractical you will be furnished a substitute unit of the same or similar color, design, style and quality unless Hillsdale Furniture no longer carries the product.

***Digital photography of your furniture and the defective piece/area is absolutely necessary to determine whether or not a manufacturing defect exists.***

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## OTHER

***There are no warranties other than those expressly set forth above. Hillsdale Furniture expressly disclaims all implied warranties, including, without limitation, implied warranties of merchantability or fitness for a particular purpose.***

***Limitations of damages: the warranties and remedies set forth are exclusive and in lieu of all others, oral, written, express or implied, in no event will Hillsdale Furniture be liable to you for any damages, including incidental or consequential damages, arising out of the use or inability to use this product. In no event will Hillsdale Furniture's responsibility exceed the purchase price of the product or its replacement.***

This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state. Except for such other rights, the remedies provided under this warranty state the limit of Hillsdale Furniture's responsibilities.