



UNIVERSITY HOUSING SERVICES • One Washington Square, San José, CA 95192-0133 • Voice: 408-795-5600 • Fax: 408-795-5678

Usage and Safety Guidelines for Bunk and Lofted Beds

The health, wellbeing, and safety of all residents is of utmost importance and the highest priority. The following safety guidelines are provided to mitigate potential serious injuries that may be associated with bunk and lofted beds.

Definitions:

Bed Bunking: Defined as one bed on top of the other supported by 2 bottom bed ends and 4 bunking pins.

Bunking/Lofting supplies: bed ends, a stabilizer bar, a bedspring(s), and bunking pins. A ladder is usually provided; however, students can also use the built-in ladder, which are the 2 bed ends. A railing is not offered nor guaranteed.

Lofting: Defined as one bed supported by a stabilizer bar, two bed ends, and 4 bed pins. A ladder is usually provided; however, students can also use the built-in ladder which is the 2 bed ends. A railing is not offered nor guaranteed.

- I. **Use and Permanent Installation of Safety Rails:** Students may not remove safety rails (except as authorized by the university in limited circumstances).
- II. **Use and Permanent Installation of Ladders:** Ladders must be used to enter and exit the bed and may not be removed. Items are not permitted to be hanging on or attached to ladder
- III. **Bed Placement:** Beds, whether a bunk bed or not, may not be moved to impede escape or rescue during a fire or other disaster and must not obstruct, block or be placed at or adjacent to windows or doorways. Improper placement can cause injury from broken glass or falling out of a window.
- IV. **Mattress Size:** Mattresses must not exceed the size and depth recommended by the bunk or loft bed manufacturer. Students may not bring or use their own mattresses without inspection by and written approval of University Housing Services.
- V. **Use of Mattress Toppers or Similar Devices:** Mattress toppers are permitted on bunk or lofted beds, however they must provide at least 5-inches of clearance between the top of the topper and the top of the rail(s) and must be used in accordance with bunk bed manufacturer guidelines.
- VI. **Inspect and Maintain Beds, Railings, and Ladders:** Inspections will be conducted periodically throughout the academic year. Students are strongly encouraged to report

problems and repair needs relating to beds and bed safety equipment.

- VII. **Lofting and Bunking Supplies:** Lofting and/or bunking supplies are not a guaranteed supply. Non-University issued lofting and/or bunking materials are not permissible. Bed risers are also not permitted.
- VIII. **Modifications to Bunk and Lofted Beds:** Should it be discovered the bunk bed or loft has been modified in any way, the residents will have 24 hours to return the bed to the approved set up. If the bed is not returned to its original set up, it will be removed by staff; and all the residents of the room will be charged a removal fee.
- IX. **Corrective and Disciplinary Action:** If a student fails to follow safety guidelines, e.g., removes the safety rail(s) and/or ladders, fails to comply with a university directive regarding safety rails and ladders, or uses an inappropriate mattress or mattress topper, appropriate corrective action will be taken, including but not limited to consequences related to breach of the housing license agreement or violation of housing rules.