

ROOM SETUP GUIDE

CHECK OUT SOME GREAT PHOTOS OF ROOM SET-UPS!



**HOUSING &
DINING SERVICES**



EASTERN ILLINOIS UNIVERSITY™

Welcome to EASTERN ILLINOIS UNIVERSITY

The Office of Housing and Dining Services is providing this Room Setup Guide to help you set up your new home at EIU. It includes pictures of past decorated rooms and instructions on how to stack your furniture. Please note that the furniture in this guide can be found in all Residence Halls except Pemberton and Stevenson. We hope you find this guide helpful and that you enjoy decorating your room!

WHAT'S IN THE ROOM

Bed attached with safety rail and two deck boards

Extra-long Twin Mattress
(39" x 80")

Three-drawer Dresser

Desk with Shelves and Bulletin Board

Bookshelf

Ladder (one per room, additional ladders available upon request)

Safety Pins (metal pins used to loft furniture)

Note: You can't stack the furniture without safety pins! Each room already comes with safety pins; if you need more, contact your Resident Assistant or go to the front desk.

APPROXIMATE DIMENSIONS OF STACKABLE FURNITURE

Extra-Long Twin Beds have storage space of 9" or 13" off the floor depending on which direction you flip the bedframe

Desk - 36"W x 24"D x 30"H
Desk Keyboard Drawer - 3"H

Desk Hutch - 36"W x 12"D x 30"H
Desktop to Shelf - 20"H
Shelf to Top of Hutch - 9"H

Dresser - 36"W x 24"D x 30"H
Dresser Top Drawer - 3"H
Dresser Middle Drawer - 6.5"H
Dresser Bottom Drawer - 6.5"H

Dresser Bookcase - 36"W x 12"D x 30"H
Distance between Shelf and Bottom - 12"
Distance Between Shelf and Top - 12"

SAFETY

Here are some safety tips to follow when rearranging your furniture!

- ✓ We encourage students to be able to sit on their bed without hitting their head on the ceiling.
- ✓ Important Questions: Are all obstacles out of the way? Have you moved all objects off of the desks? Are the shelves and drawers empty?
- ✓ Before you move any furniture, stand close to the furniture and center yourself. Before you start, plan to lift the furniture so you will not throw off your balance.
- ✓ Ask for help when lifting heavy pieces. We recommend that you use a minimum of four people when lifting.
- ✓ When you are lifting, do not bend at the waist and do not rely on just your arms. Lift from your legs! This will help prevent any back injury.
- ✓ As you move, make sure not to twist your body. Notice where you place your feet. Keep your spine straight and stress-free!
- ✓ We prefer that you lift the furniture rather than push it. However, if you cannot lift the furniture, we recommend that you push the furniture rather than pull it.
- ✓ Keep windows and smoke detectors clear. Do not put lofted beds in front of windows or block air-flow from smoke detectors.
- ✓ Be sure the safety rail on your bunk bed is placed on the outside of your bed (and not against the wall) if you are bunking or lofting it, so it can be utilized as a guardrail
- ✓ Ensure that pins are used in all positions when stacking any pieces of furniture, as this locks the pieces into place to prevent shifting
- ✓ Be aware of your general set-up, making sure you can easily enter and exit your bed safely, even when it's dark. Take caution not to stack your bed too high and make sure the ladder is connected and easily accessible.

SINGLE BED ROOM



- Your bed frame is reversible. The mattress and deck boards will lie on either side of the platform.
- If you place the bed frame with the long posts facing down towards the floor, notice how much space is available under the bed.

BUNK BED ROOM

- Your room has been prearranged in the bunk bed position. Below are instructions for this setup.

- Remove the mattress and two plywood deck boards from the frame. Never lift, stack or turn over the bed with deck boards in the frame.

- Place the bed frame on the floor where you would like to have your bunk bed. Position the frame so that the shortest bedposts are on the floor.

- For the second bed, again, remember to remove the mattress, and deck boards and use proper lifting techniques.

- Place the second bed on top of the first with the longest bedposts pointing down towards the floor. Check to make sure the pins are connecting the two beds together at both ends.

- Now, you can put your mattresses back on your beds and arrange the other furniture in your room as you like.





TRUNDLE / "L"-SHAPE ROOM

- i.** Choose either your bookshelf or dresser and place it so it can support the foot of the top bed.
- ii.** Place your first bed (the lower bed) with the shortest bedpost pointing down towards the floor. Place the safety rail in position towards the floor and in the corner of your room.
- iii.** Now place two pins in the top of the bookshelf or dresser and two pins in the top of the safety rail on the lower bed.
- iv.** Now move the second bed (the upper bed) into the L position.
- v.** Place the upper bed, without the mattress.
- vi.** When you put the bed down, make sure the pins in the bookshelf or dresser line up with the head of the upper bed. Make sure the holes at the foot of the bed line up as well.
- vii.** Re-check all pin connections to make sure they are secure.
- viii.** Reinstall deck boards and mattresses.
- ix.** Place the remaining furniture around the room as you like.

LOFT ROOM



- i.** Place the desk with attached desk organizer where you want one end of the bed to be. Remember to empty the desk drawers and the desktop.
- ii.** Place dresser where the other end of your loft will be.
- iii.** Place the bookshelf on top of the dresser. Make sure all pins are placed in the aligned holes on the bottom of the bookshelf. Placements of these pins are important because the loft furniture isn't safe without them.
- iv.** Now, you are ready to place the bed frame on top of the bookshelf and desktop organizer.
- v.** Make sure you remove the mattress and deck boards from the bed frame to make lifting easier. Place the bed frame directly on the supporting furniture.
- vi.** We recommend the safety rail be placed on the outside of the bed, and not against the wall, so it can be utilized as a guardrail.
- vii.** Place pins in the pin hole locations.
- viii.** Lift bed and place on top of supporting furniture and replace deck boards and mattress.
- ix.** Make sure to use the ladder provided to go up and down the loft safely.



CHECK OUT THESE GREAT ROOM ARRANGEMENTS!

If you have any comment, questions, or concerns, please visit:
eiu.edu/housing, follow us on our social media, or give us a call.



217-581-5111



facebook.com/eiuhousing



@eiuhousing