



## **# 312 Bunkbed**

### **SAFETY WARNINGS**

1. Follow the information on the warnings appearing on the upper bunk end structure and on the carton.
2. Always use the recommended size mattress or mattress support, or both, to help prevent the likelihood of entrapment or falls.
3. Surface of mattress must be at least 5 inches (127mm) 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. Periodical, check and ensure that the guardrail, ladder, 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 ladder 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 the wall.
12. The use of water or sleep flotation mattresses is prohibited.
13. Keep these instructions for future reference.

**STRANGULATION HAZARD** – Never attached 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.

### **SIZE OF MATTRESS AND FOUNDATION**

**Use only mattress which is 74" - 75" long and 37 ½" - 38 ½" wide on twin upper bunk or 53" – 54" wide on full upper bunk.**

**Ensure thickness of mattress and foundation combined doesn't exceed 8" and mattress is at least 5" below upper edges of guardrails.**

Replacement parts, may be obtained from any Donco dealer or directly from us at the below address

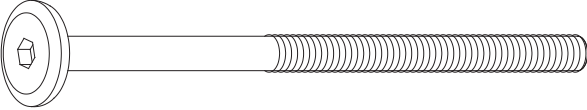
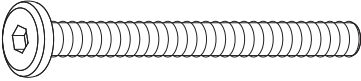
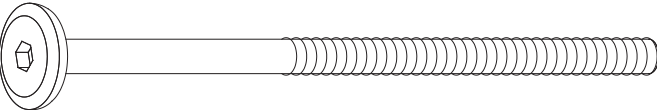
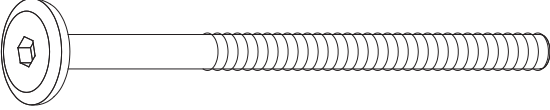
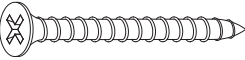

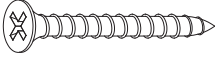
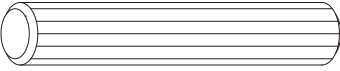
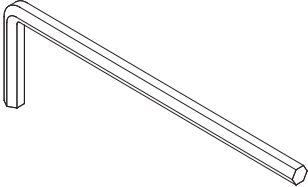
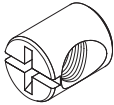
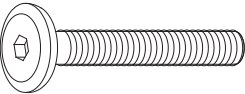
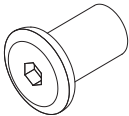
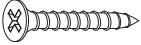
**DONCO TRADING COMPANY**  
**Fort Worth, Texas 76140**



# BUNK BED ASSEMBLY MANUAL

## #312





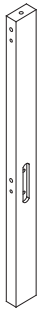
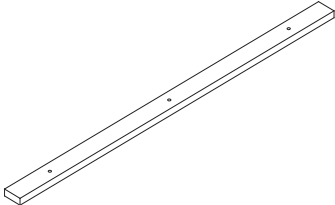
### HARDWARE LIST

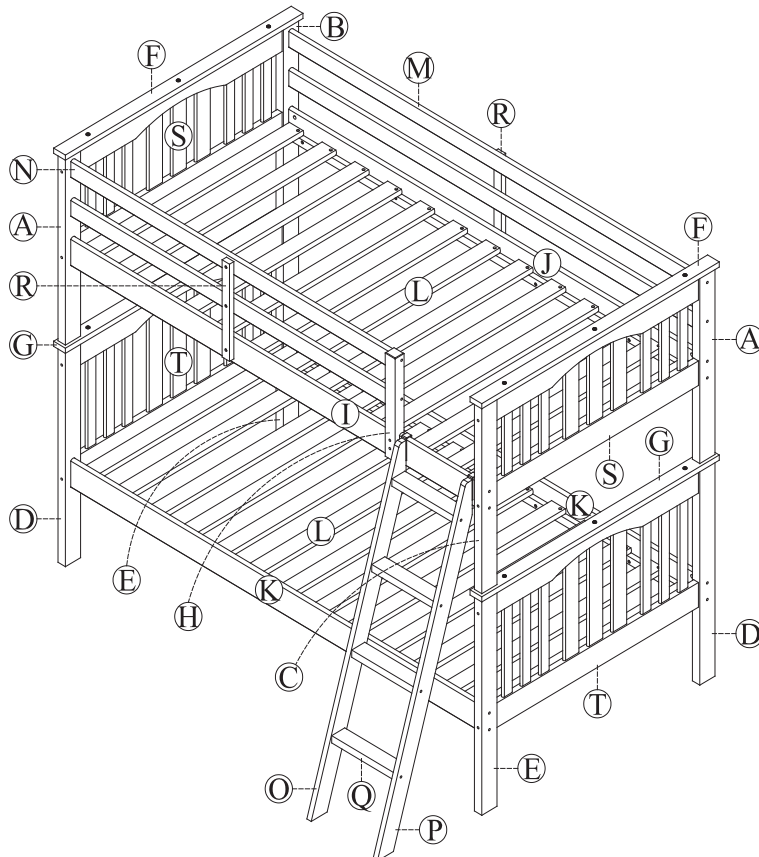
<p>1</p>  <p><math>\phi 1/4" \times 85\text{mm}</math></p>	<p>2</p>  <p><math>\phi 6.5\text{mm} \times 48\text{mm}</math></p>	
<p>JOINT CONNECTOR (4mm HEX HEAD) 16 PCS</p>	<p>WOOD JOINT CONNECTOR (4mm HEX HEAD) 20 PCS</p>	
<p>3</p>  <p><math>\phi 6.5\text{mm} \times 100\text{mm}</math></p>	<p>4</p>  <p><math>\phi 6.5\text{mm} \times 80\text{mm}</math></p>	
<p>WOOD JOINT CONNECTOR (4mm HEX HEAD) 16 PCS</p>	<p>WOOD JOINT CONNECTOR (4mm HEX HEAD) 8 PCS</p>	
<p>5</p>  <p><math>\phi 4\text{mm} \times 35\text{mm}</math></p>	<p>6</p>  <p><math>\phi 10\text{mm} \times 100\text{mm}</math></p>	<p>7</p>  <p><math>\phi 4\text{mm} \times 30\text{mm}</math></p>
<p>FLAT HEAD SCREW 52 PCS</p>	<p>METAL DOWEL 4 PCS</p>	<p>FLAT HEAD SCREW 6 PCS</p>
<p>8</p>  <p><math>\phi 10\text{mm} \times 50\text{mm}</math></p>	<p>9</p> 	<p>10</p>  <p><math>\phi 11.8\text{mm} \times 15\text{mm}</math></p>
<p>WOOD DOWEL 40 PCS</p>	<p>ALLEN KEY 1 PC</p>	<p>BARREL NUT 16 PCS</p>
<p>11</p>  <p><math>\phi 1/4" \times 32\text{mm}</math></p>	<p>12</p>  <p><math>\phi 9\text{mm} \times 17\text{mm}</math></p>	<p>13</p>  <p><math>\phi 3.5\text{mm} \times 19\text{mm}</math></p>
<p>JOINT CONNECTOR (4mm HEX HEAD) 2 PCS</p>	<p>HEX CAP 2 PCS</p>	<p>FLAT HEAD SCREW 2 PCS</p>

# BUNK BED ASSEMBLY MANUAL

## #312

### PARTS LIST

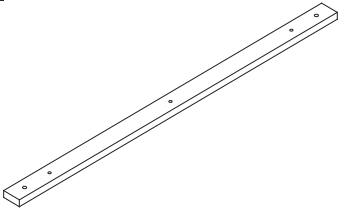

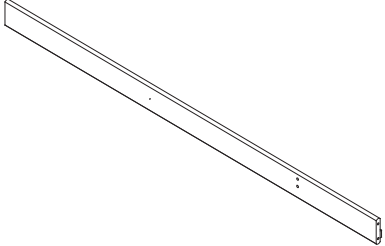
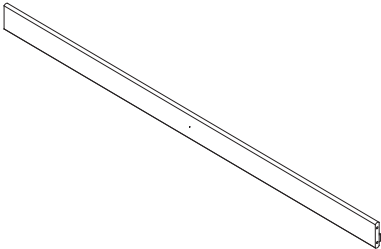
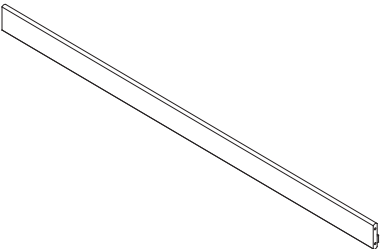
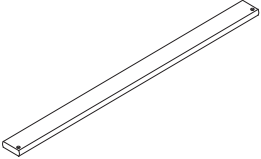
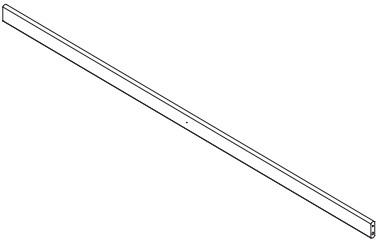
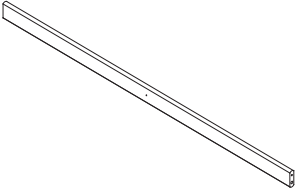
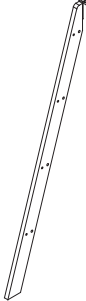
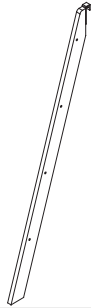


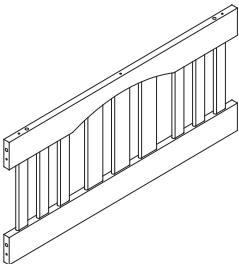
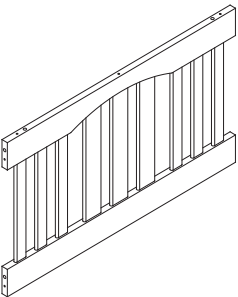

<p><b>A</b></p> 	<p><b>B</b></p> 	<p><b>C</b></p> 
<p>TOP POST 2 PCS</p>	<p>TOP POST 1 PC</p>	<p>TOP POST 1 PC</p>
<p><b>D</b></p> 	<p><b>E</b></p> 	<p><b>F</b></p> 
<p>BOTTOM POST 2 PCS</p>	<p>BOTTOM POST 2 PCS</p>	<p>UPPER HEADBOARD TOP CAP 2 PCS</p>



# BUNK BED ASSEMBLY MANUAL

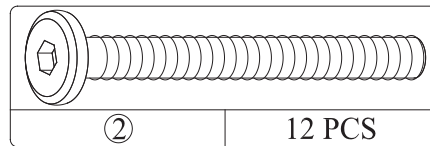
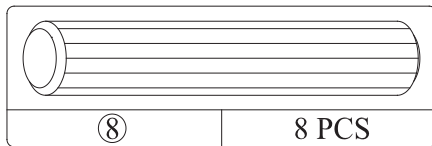
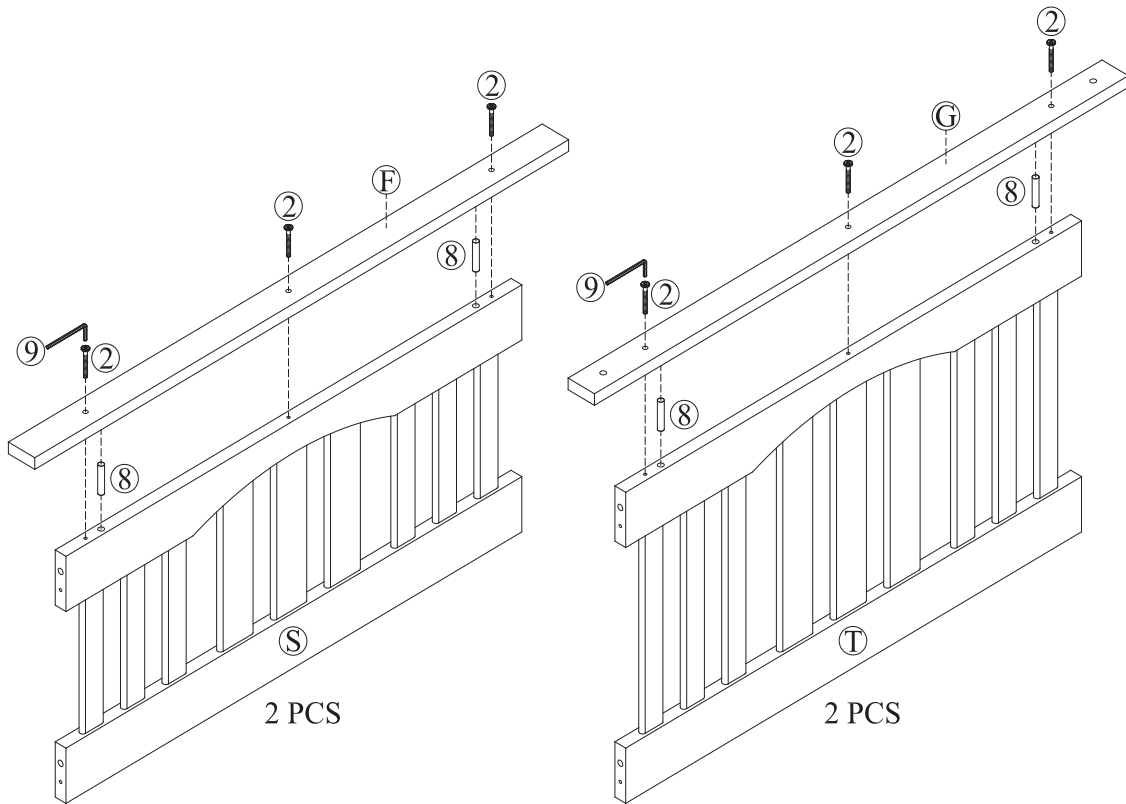
## #312

### PARTS LIST

<p><b>G</b></p> 	<p><b>H</b></p> 	<p><b>I</b></p> 
<p>LOWER HEADBOARD TOP CAP 2 PCS</p>	<p>SHORT GUARDRAIL POST 1 PC</p>	<p>TOP FRONT SIDE RAIL 1 PC</p>
<p><b>J</b></p> 	<p><b>K</b></p> 	<p><b>L</b></p> 
<p>TOP BACK SIDE RAIL 1 PC</p>	<p>BOTTOM SIDE RAIL 2 PCS</p>	<p>SLAT 26 PCS</p>
<p><b>M</b></p> 	<p><b>N</b></p> 	<p><b>O</b></p> 
<p>LONG GUARDRAIL 2 PCS</p>	<p>SHORT GUARDRAIL 2 PCS</p>	<p>LEFT LADDER END 1 PC</p>
<p><b>P</b></p> 	<p><b>Q</b></p> 	<p><b>R</b></p> 
<p>RIGHT LADDER END 1 PC</p>	<p>LADDER STEP 4 PCS</p>	<p>GUARDRAIL LEG 2 PCS</p>
<p><b>S</b></p> 	<p><b>T</b></p> 	<p><b>U</b></p> 
<p>TOP HEADBOARD ASSEMBLY 2 PCS</p>	<p>BOTTOM HEADBOARD ASSEMBLY 2 PCS</p>	<p>SPACE BLOCK 2 PCS</p>

# BUNK BED ASSEMBLY MANUAL

## #312



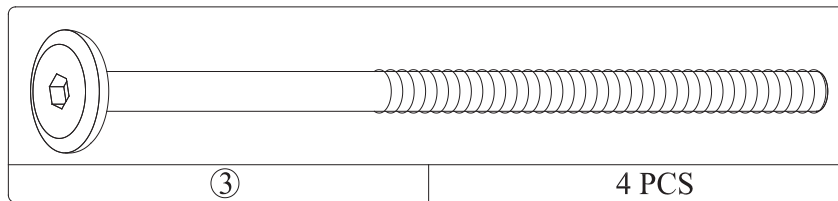
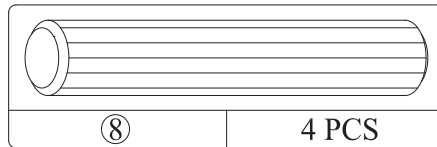
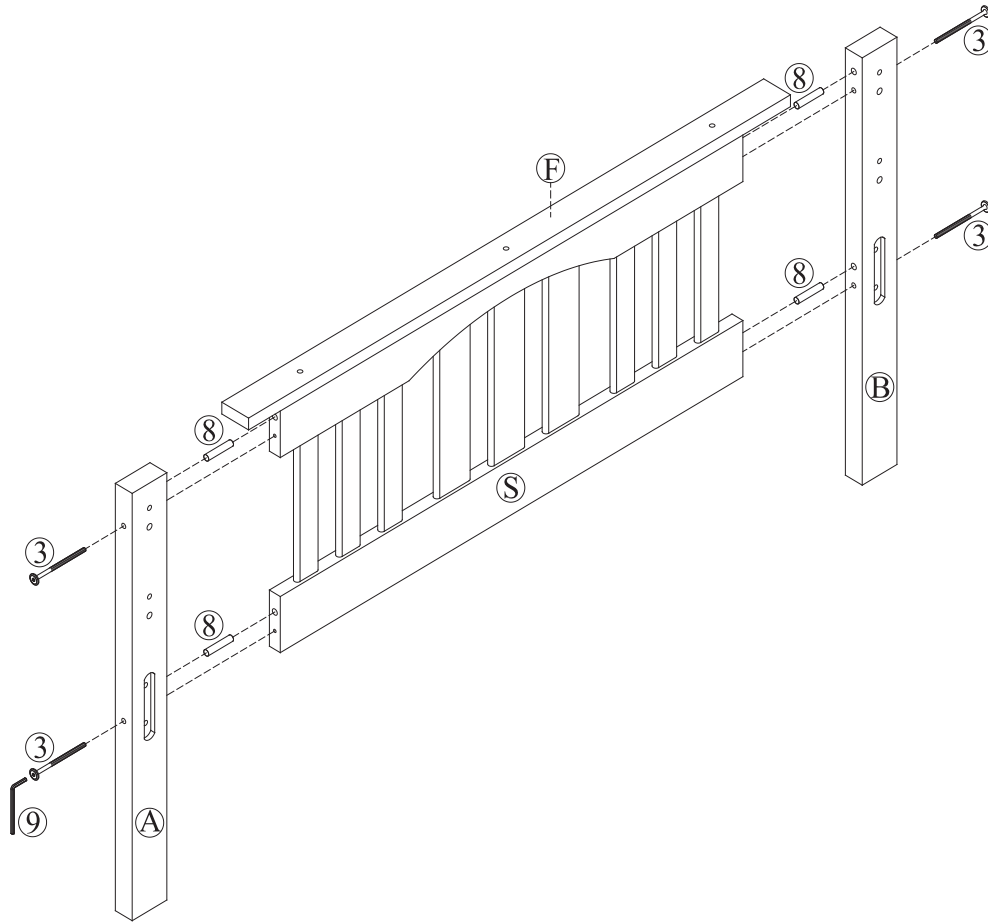
### STEP 1

Insert wood dowels (8) into the large holes of the top headboard assembly (S), Attach upper headboard top cap (F) to top headboard assembly (S) using wood joint connectors (2) as shown. Tighten the wood joint connectors (2) with the allen key (9).

Insert wood dowels (8) into the large holes of the bottom headboard assembly (T), Attach lower headboard top cap (G) to bottom headboard assembly (T) using wood joint connectors (2) as shown. Tighten the wood joint connectors (2) with the allen key (9).

# BUNK BED ASSEMBLY MANUAL

## #312



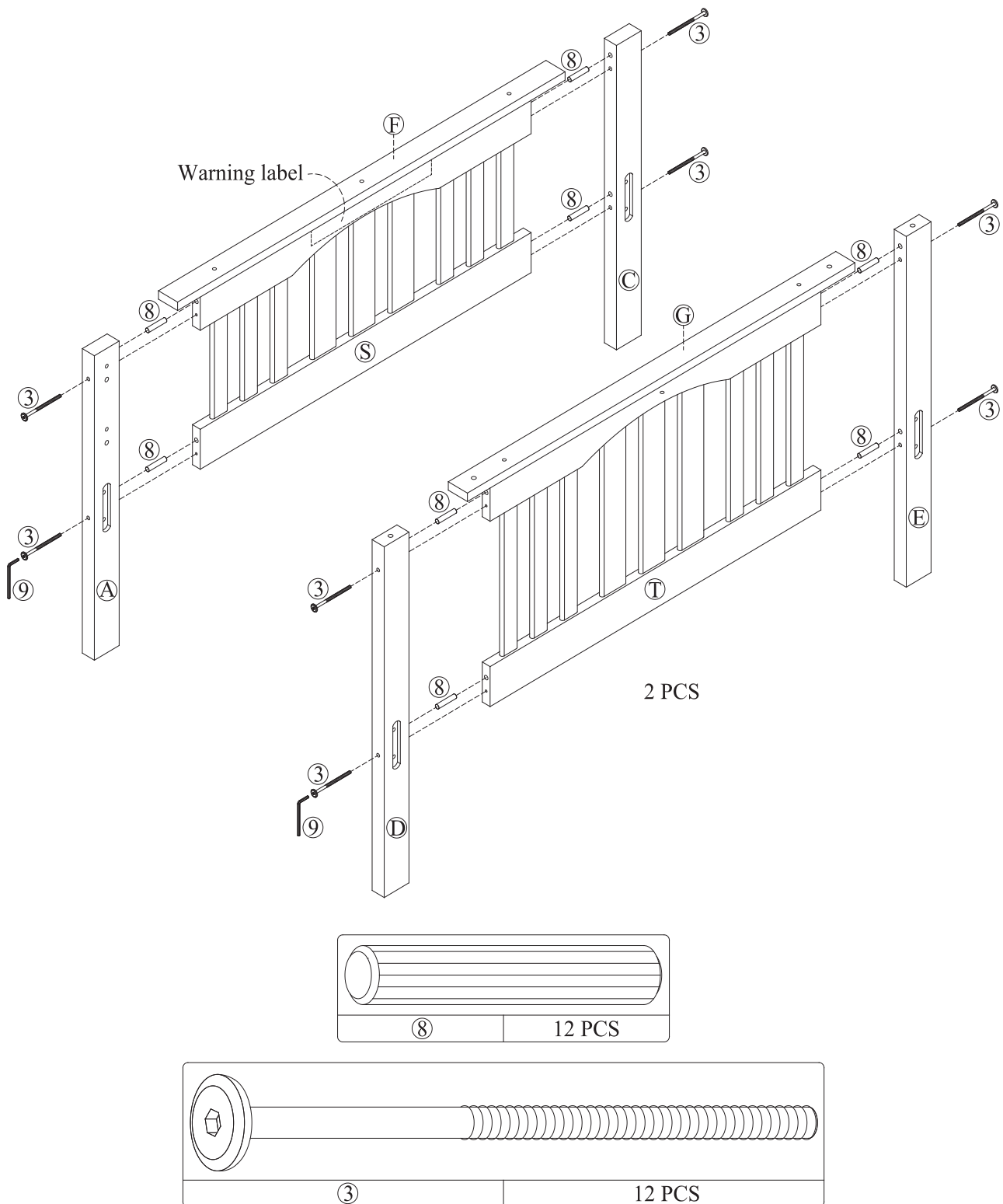
### STEP 2

Insert wood dowels (8) into the end holes of the top headboard assembly (S). Attach top posts (A) and (B) to the top headboard assembly (S) using wood joint connectors (3) as shown. Tighten the wood joint connectors (3) with the allen key (9).

One of the top headboard assembly (S) has a warning label on it, do not use it in this step.

# BUNK BED ASSEMBLY MANUAL

## #312



### STEP 3

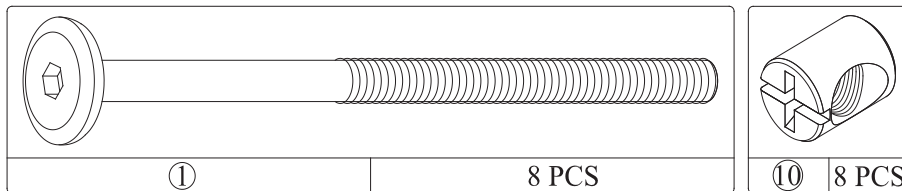
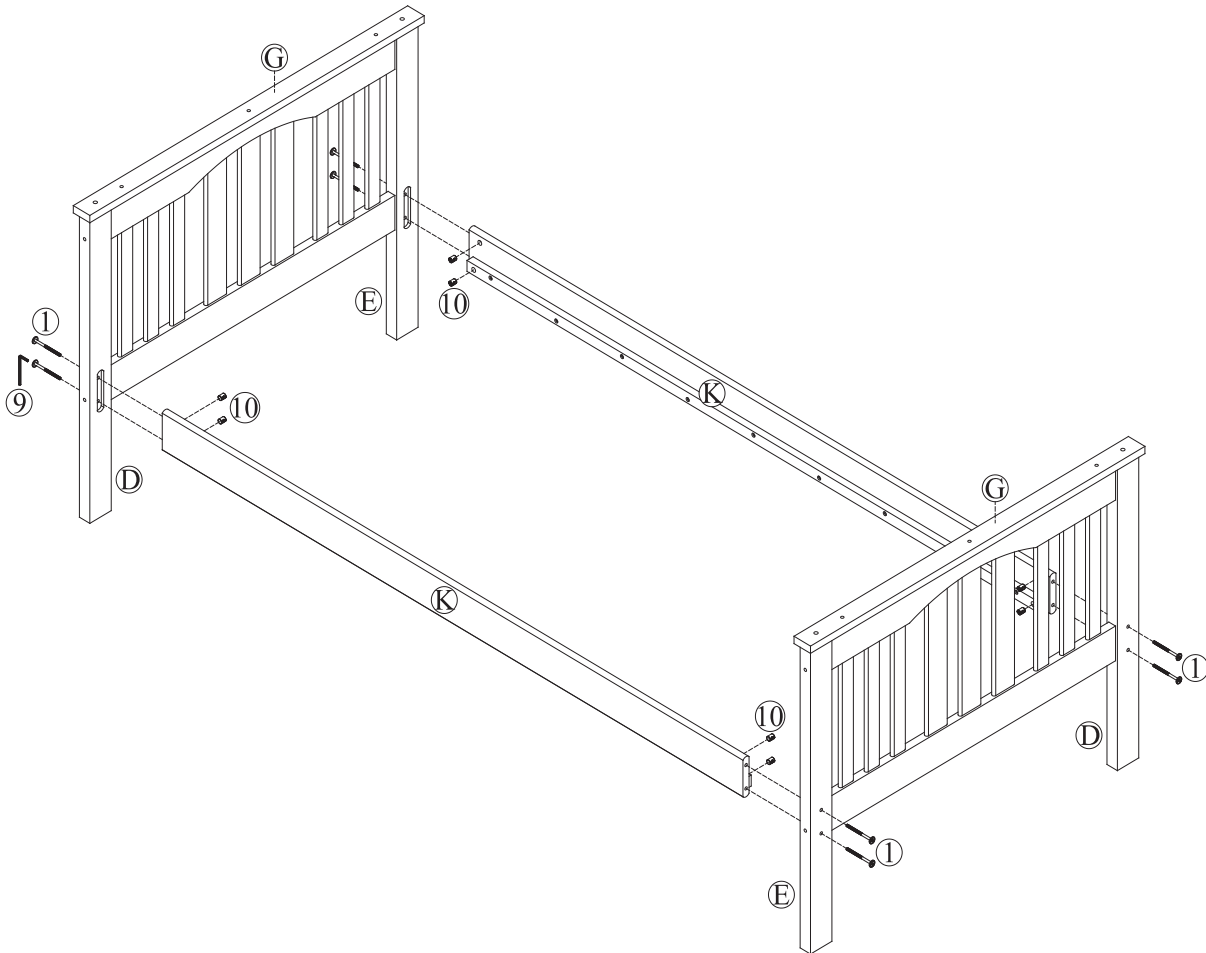
Repeat the previous step to assemble the remaining three sets of headboards. Be sure to pair the bottom posts (D) and (E) for one pair; (E) and (D) for another; and the top posts (C) and (A) for the last pair.

**NOTE:** Be sure to use top headboard assembly (S) with warning label attached to it between top posts (A) and (C). See illustration for label orientation.



# BUNK BED ASSEMBLY MANUAL

#312



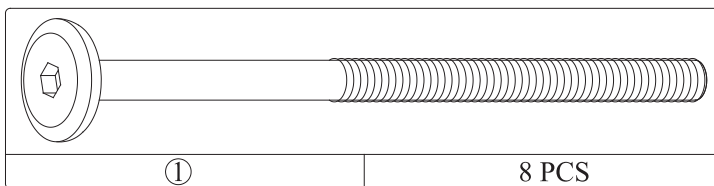
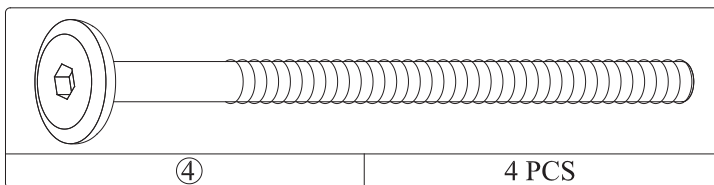
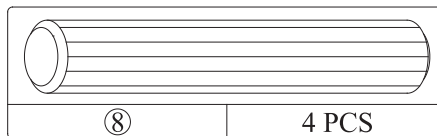
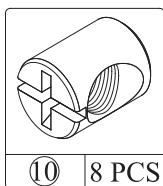
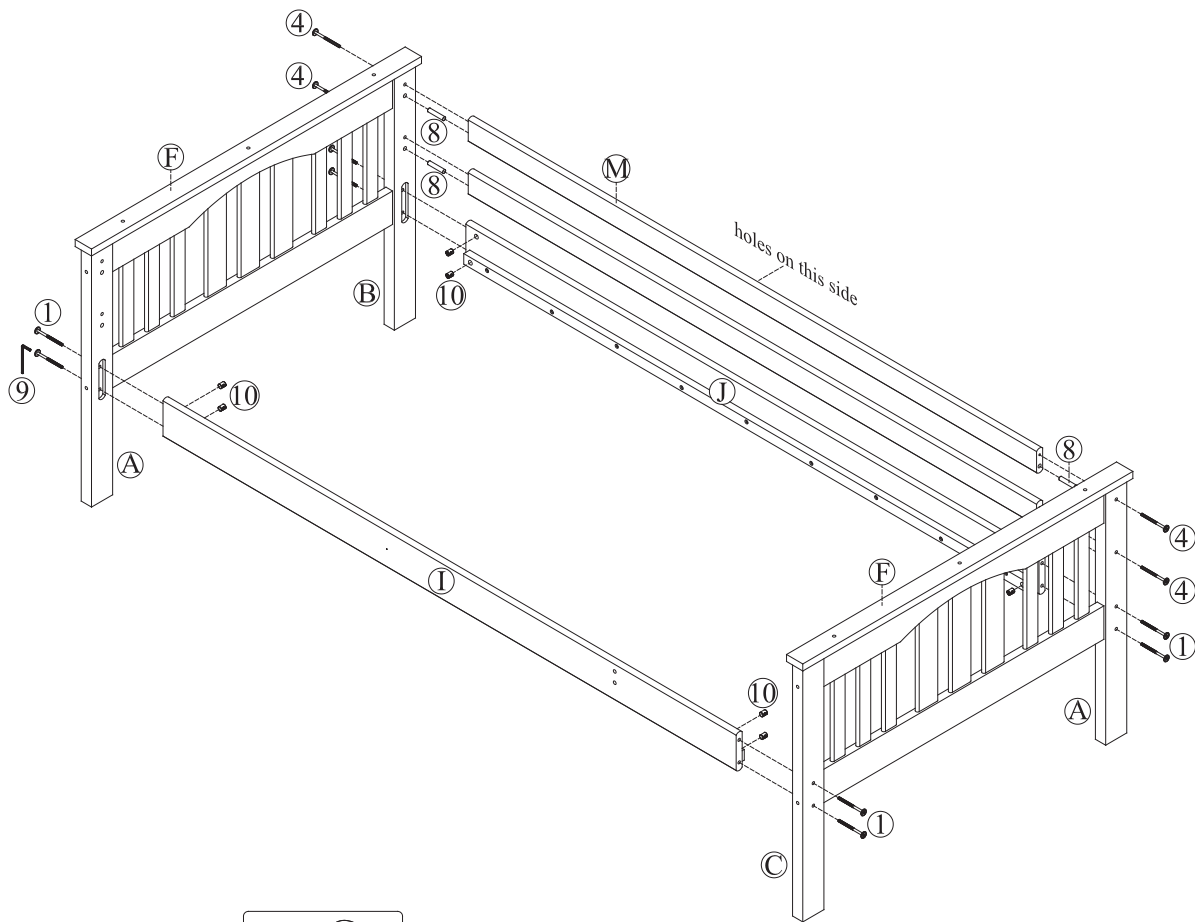
## STEP 4

Attach the two headboards with bottom posts (D and E) to bottom side rails (K) using joint connectors (1) and barrel nuts (10) as shown. Tighten the joint connectors (1) with the allen key (9).

Note: This is the lower bunk.

# BUNK BED ASSEMBLY MANUAL

## #312

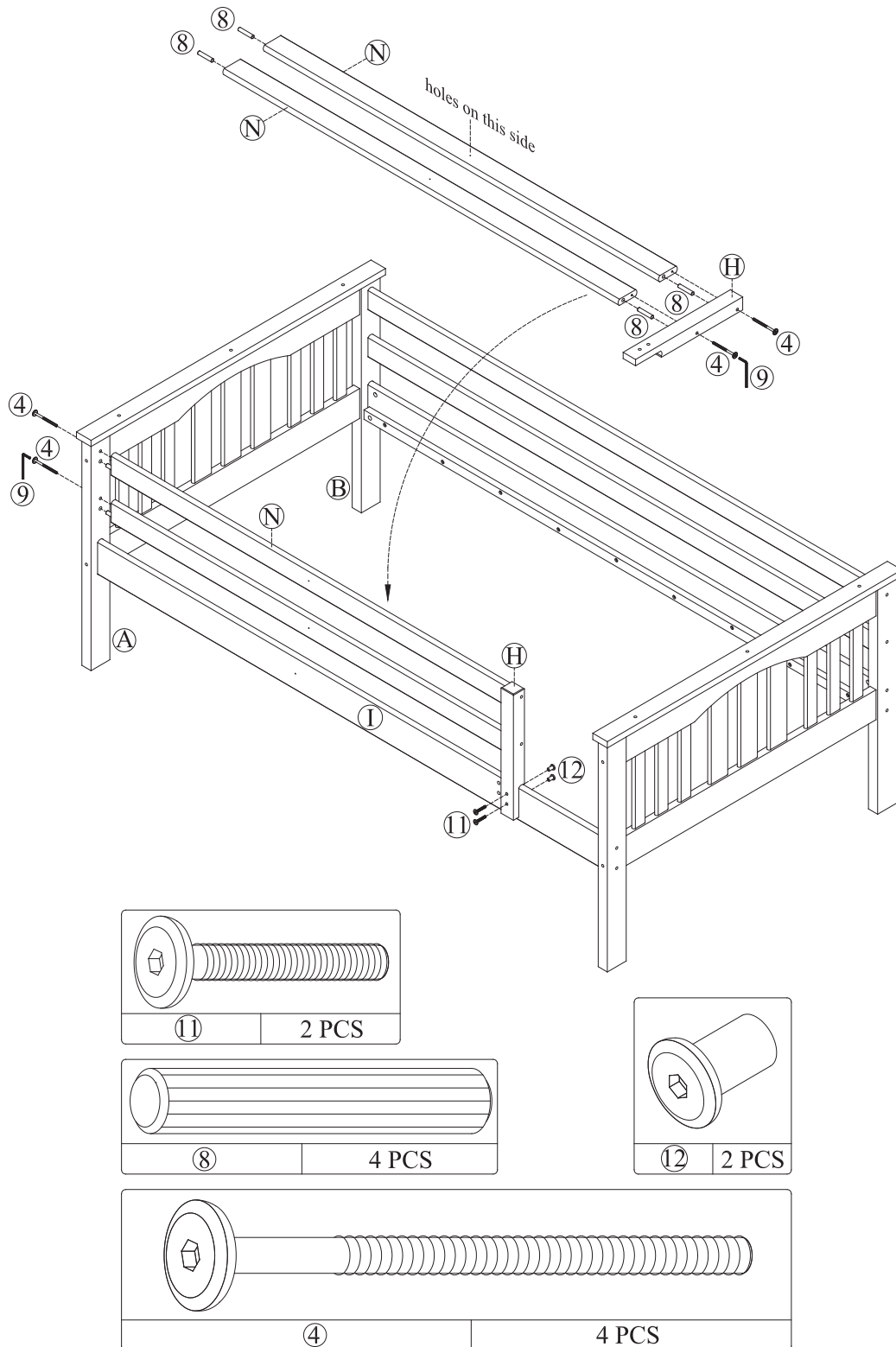


### STEP 5

Insert a wood dowel (8) into each end of the long guardrails (M). Attach two long guardrails (M) and two top side rails (I and J) to top posts (A and B) & (A and C) as shown. Fasten top side rails (I and J) with joint connectors (1) and barrel nuts (10). Fasten long guardrails (M) with wood joint connectors (4). Tighten the joint connectors (1) and wood joint connectors (4) with the allen key (9).

# BUNK BED ASSEMBLY MANUAL

## #312



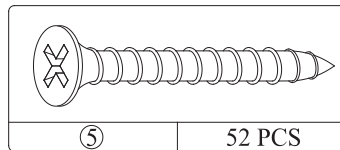
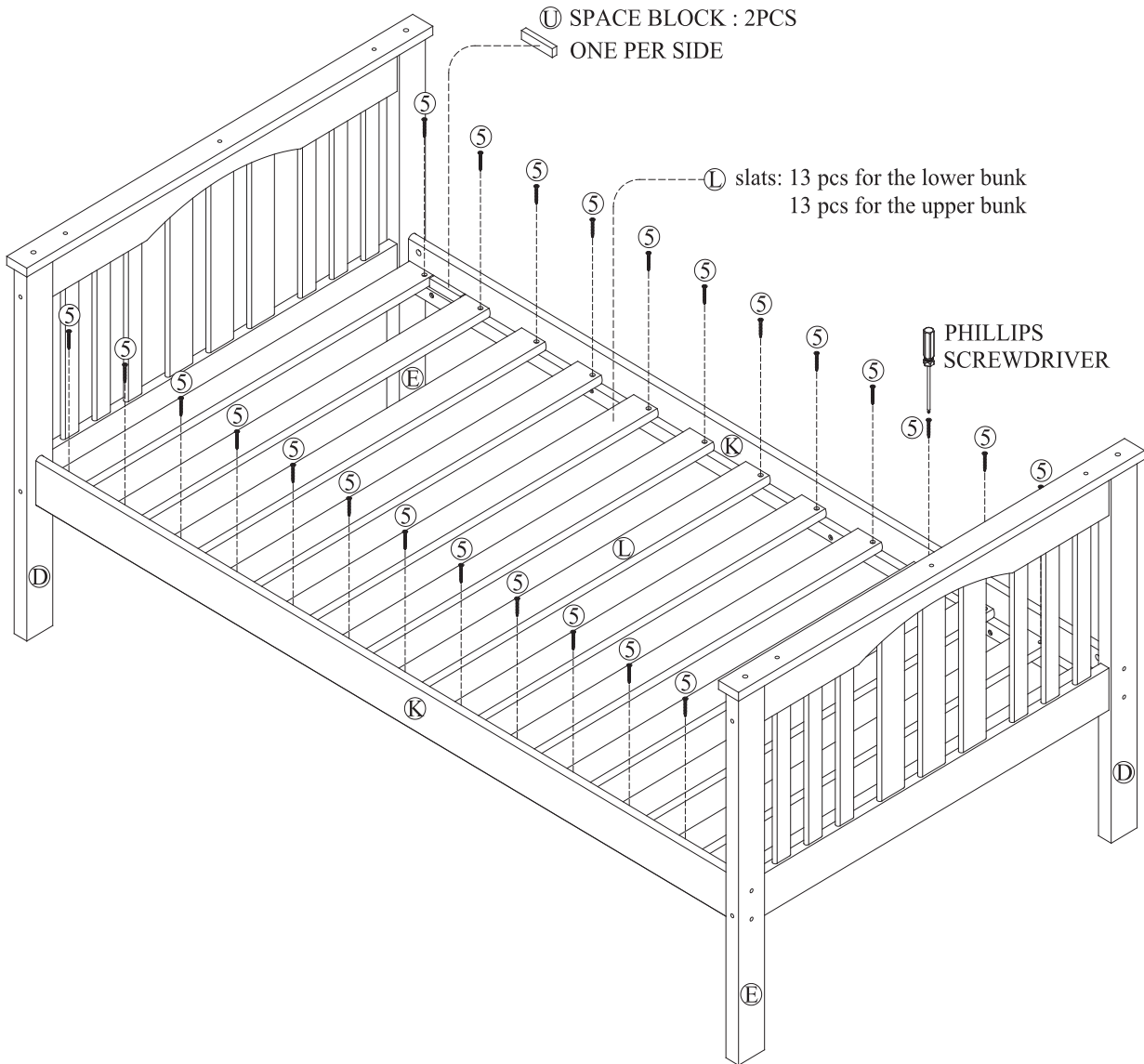
### STEP 6

Insert wood dowel (8) into each end of the short guardrails (N). Attach two short guardrails (N) to short guardrail post (H) with wood joint connectors (4) as shown.

Fasten two short guardrails (N) to top post (A) with wood joint connectors (4). Fasten the short guardrail post (H) to top front side rail (I) with joint connectors (11) and hex cap (12) as shown.

# BUNK BED ASSEMBLY MANUAL

## #312



### STEP 7

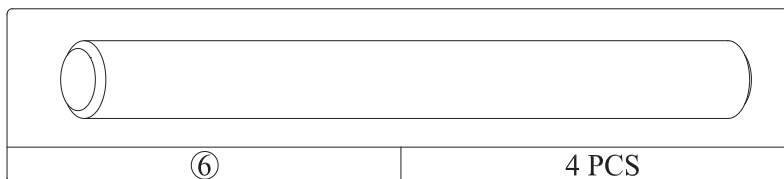
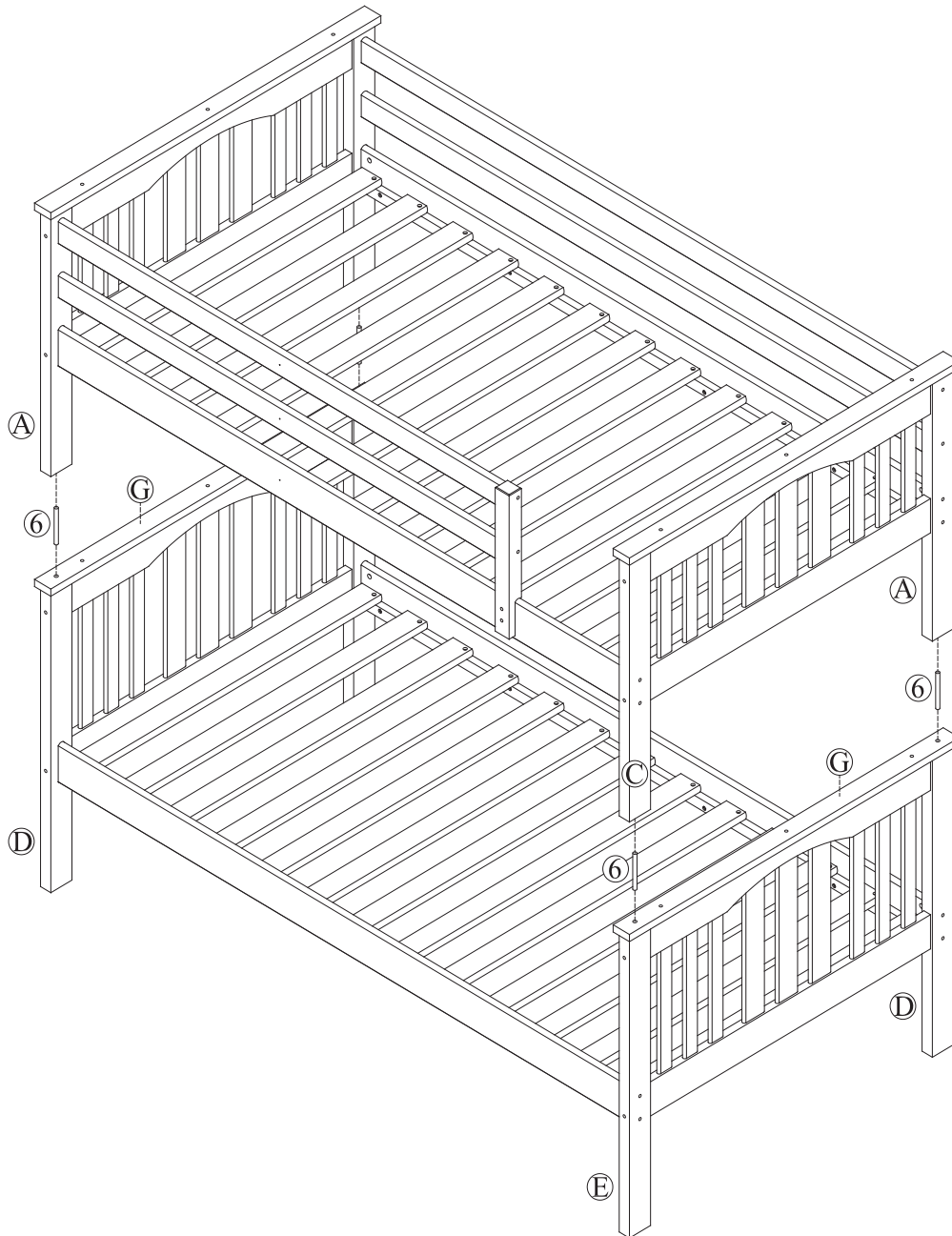
Attach a slat (L) onto bottom side rails (K) of the bottom bunk with flat head screws (5). Make sure the slat touches the corner posts (as close to the headboard as possible). Attach the other slats (L) onto the bottom side rails (K) with flat head screws (5). Use space block (U) to space them out evenly. Use Phillips screwdriver (not included) to tighten flat head screws.

Repeat this process for the top bunk.

**NOTE:** If you notice that any of the slats (L) are not perfectly flat, be sure to assemble them so that the slats (L) curves up in the middle and down on the ends.

# BUNK BED ASSEMBLY MANUAL

## #312

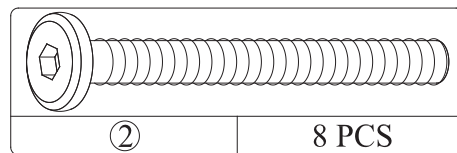
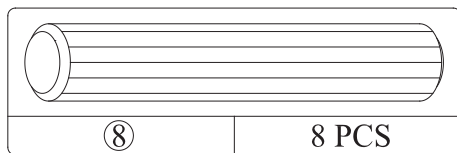
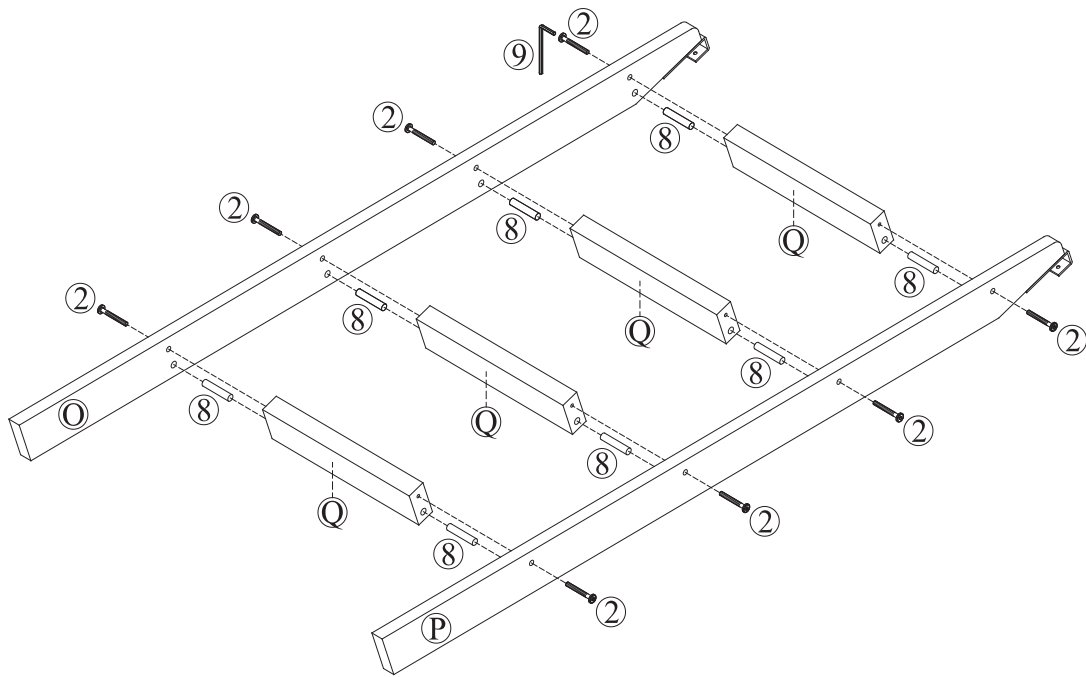


### STEP 8

Place four metal dowels (6) into the holes in the lower headboard top cap (G). Stack the top bunk onto the bottom bunk with the help of another person.

# BUNK BED ASSEMBLY MANUAL

## #312

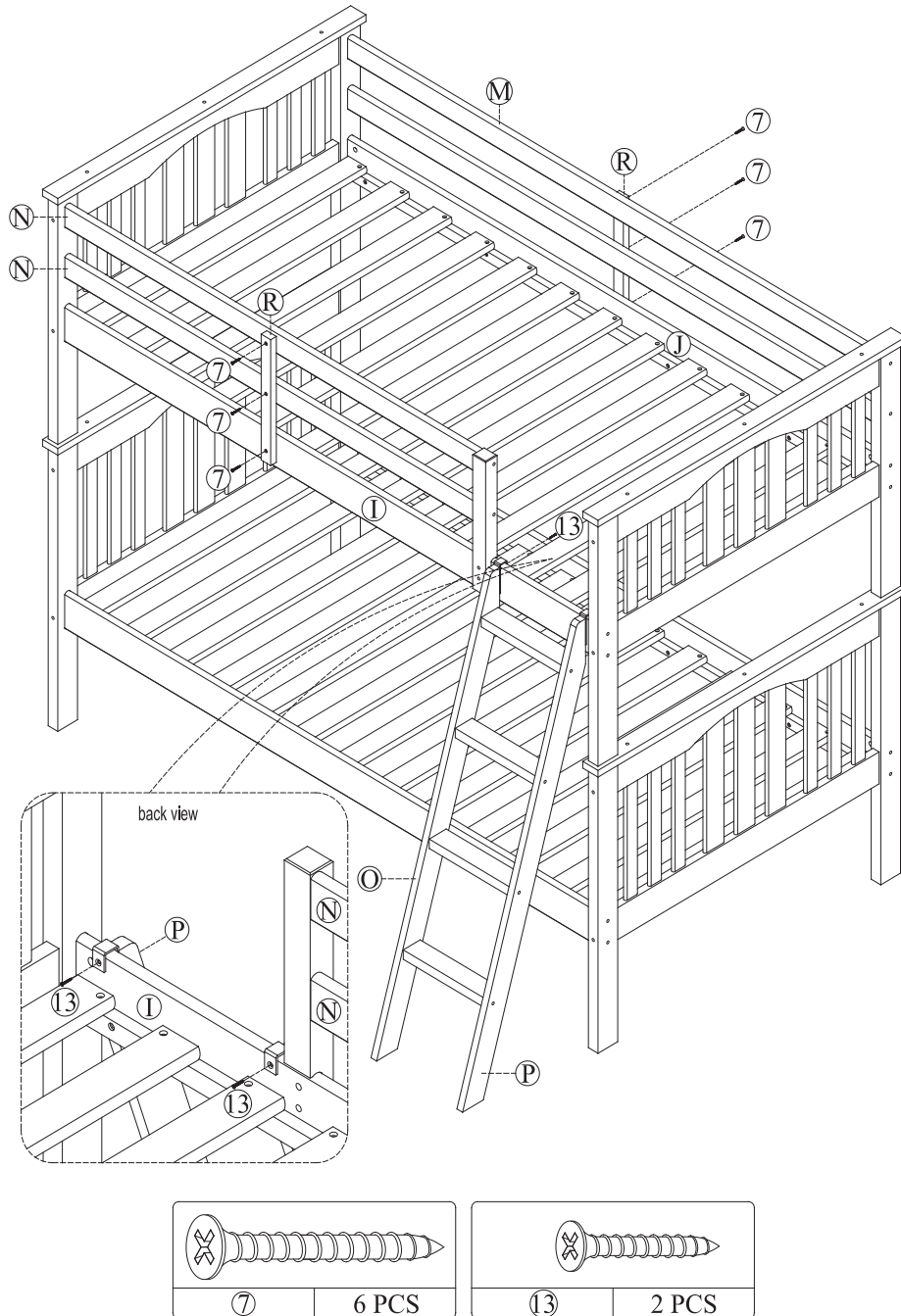


### STEP 9

To assemble the ladder, insert wood dowels (8) into the end of the ladder steps (Q). Attach left ladder end (O) and right ladder end (P) to ladder steps (Q) with wood joint connectors (2). Tighten the wood joint connectors (2) with the allen key (9).

# BUNK BED ASSEMBLY MANUAL

## #312



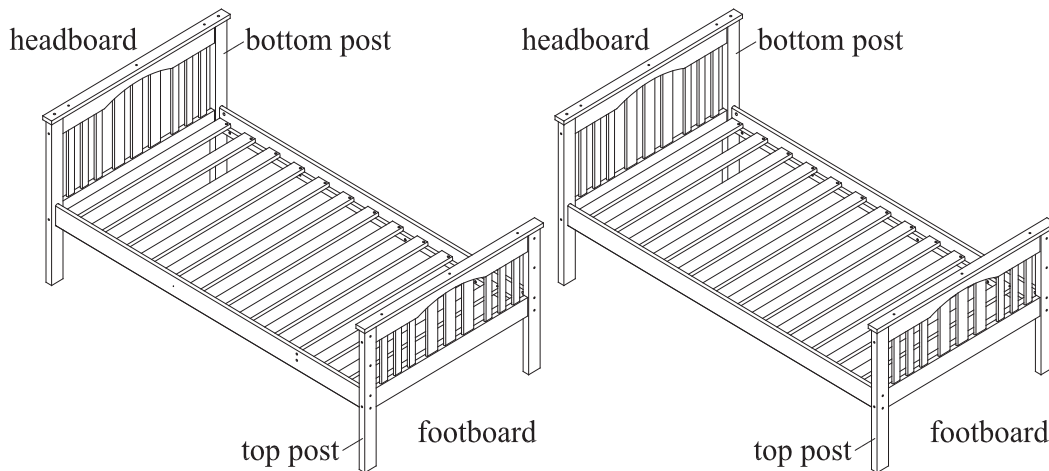
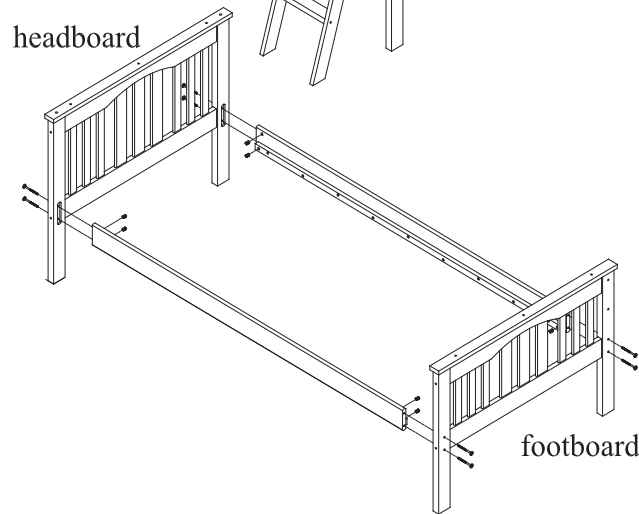
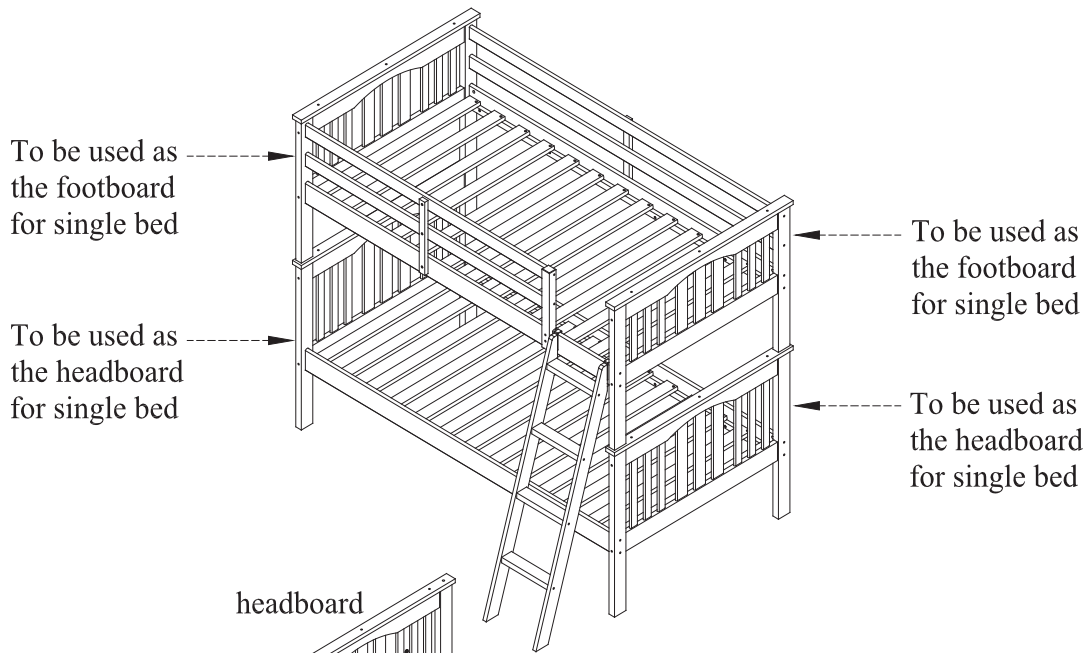
### STEP 10

Attach the guardrail leg (R) to the short guardrails (N) and top front side rail (I) with flat head screws (7). Attach another guardrail leg (R) (on the other side of the bed) to long guardrails (M) and top back side rail (J) with flat head screws (7) as shown. Use Phillips screwdriver (not included) to tighten flat head screws.

Attach the ladder to the top front side rail (I) with flat head screw (13) as shown.

# Instructions for Converting the bunk bed into two single beds

#312



Remove the ladder and all the guardrails.

With the help of another person, remove the top bunk from the lower bunk.

Disassemble the side rails from all headboards (top and lower bunks).

Re-assemble the headboards (with tall posts) and footboards (with short posts) to side rails.

Note: Switching the headboards will allow the two single beds to be identical (the headboards will have taller posts and the footboards will have the shorter posts).