



Single Size Kit C  
Double Size Kit G  
Instructions: Stock/Court  
(Version May2021)

**Assembly Instructions**  
**IMPORTANT – READ CAREFULLY –**  
**RETAIN FOR FUTURE REFERENCE**

# Stockton & Courtland Bunk Bed (All Sizes) Assembly Instructions

## Safety First !

The top surface of the mattress must not be above the line ,marked on the frame (Maximum height: 20cm). The size of the mattress required is detailed below:

Standard 3ft Single, Standard Length - Mattress size 90cm by 190cm  
Small 3ft Single, Standard Length - Mattress size 75cm by 190cm  
Standard 2ft 6 Single, Short Length - Mattress size 90cm by 160cm  
Small 2ft 6 Single, Short Length - Mattress size 75cm by 160cm  
Small 4ft Double, Standard length - Mattress size 120cm by 190cm  
Standard 4ft 6 Double, Standard Length - Mattress size 137cm by 190cm

High beds and the upper bed of a bunk bed are not suitable for children under six years due to risk of injury from falls.

Be aware of the danger of young children (under 6) falling from upper bunk.

Beds should not be used if any structural part is broken or missing.

Bunk beds and high beds can present a serious risk of injury from strangulation if not used correctly. Never attach or hang items to any part of the bunk bed that are not designed to be used with the bed, for example, but not limited to ropes, strings, cords, hooks, belts and bags.

Children can become trapped between the bed and the wall, a roof pitch, the ceiling, adjoining pieces of furniture (eg cupboards) and the like. To avoid risk of serious injury the distance between the top safety barrier and the adjoining structure shall not exceed 75mm or shall be more than 230mm.

Always ensure that guardrails, ladder and other components are maintained in the proper position and free from damage, and all the screw fixings tight.

Always use the ladder for entering and leaving the upper bunk.

Do not allow horseplay on or under the bed and prohibit jumping on the bed.

Use a nightlight as an added safety precaution for persons under the upper bunk.

Use guardrails on both sides of the upper bunk.

Every bedroom must have at least one opening window. Ventilation of the room is necessary in order to keep the humidity low and to prevent mould in and around the bed.
















The bed complies with BS EN 747-1: 2012+A1 :2015 safety standards

**IMPORTANT: DO NOT DISPOSE** of the packaging until you are satisfied with your purchase.. Please keep all cardboard until fully satisfied.



## Fixing List

Note: The quantities below are the correct amount to complete the assembly. In some cases more fittings may be supplied than required. These are universal instruction so some fixings have different QTY's depending on size, ie single or double sizes.

	<b>Fixing A1</b> Small sachet of glue for bolts B & C (NOT dowels) Number Required	1		<b>Fixing H</b> 90mm ladder silver hook To connect ladder to bunk Number required	4
	<b>Fixing A2</b> 70mm wooden rail or base slat spacer Number Required	1		<b>Fixing J</b> 35mm gold bracket Used to hold centre rails Single Size Model requires Double Size Model requires	4 8
	<b>Fixing A</b> 40mm by 10mm Wooden Dowel Used to connect parts Number required -	61		<b>Fixing K</b> Allen Key To connect bolts Number Required	1
	<b>Fixing B</b> 14mm Barrel bolt/Nut Used to connect with bolt C Single Size Model requires Double Size Model requires	8 16		<b>Fixing L</b> Small silver 15mm screw Single Size Model requires Double Size Model requires	12 20
	<b>Fixing C</b> 90mm Connector bolt Used to connect with bolt B Single Size Model requires Double Size Model requires	8 16			
	<b>Fixing D</b> 90mm Confirmat Bolt Used to connect headboards Single Size Model requires Double Size Model requires	15 7		<b>Fixing P</b> 39mm Large Corner Bracket To bunk bed to wall Number Required	2
	<b>Fixing E</b> 30mm silver Screw Used to attach base slats and part 5 Number required	54		<b>Fixing Q</b> Black screw Number Required	6
	<b>Fixing F</b> 50mm Confirmat Bolt Used to attach ladder steps Number required	12		<b>White Plastic caps</b> To plug spare ladder holes Large Small	6 3

In the rare event you are short of fixings you can order free of charge at [www.strictlyhelpdesk.co.uk](http://www.strictlyhelpdesk.co.uk)

## CUSTOMER CARE

We have checked all parts to ensure they are free of damage. However timber is a natural, living product. Occasionally timber can still be adjusting to humidity, for this reason a crack or stretch mark may appear after the product has been packaged.

Strictly Beds and Bunks however have a FREE PARTS REQUEST service in this unlikely event. You need to order a part please go to

Parts Portal - [www.strictlyhelpdesk.co.uk](http://www.strictlyhelpdesk.co.uk).

Email Assistance: [help@strictlybedsandbunks.co.uk](mailto:help@strictlybedsandbunks.co.uk)



Using the Camera on your phone scan this barcode to take you our after sales. You can find various options as regards assistance on this purchase.

# TOP TIPS - TOP TIPS

Read before you start assembly

## Locating the Dowel Rods

To keep the bed from rattling all the dowel holes have been slightly mis-drilled by a couple of mm. When you push parts together the dowels will straighten and pull together to ensure a tight fit. Whenever you locate a dowel on the hole NEVER push it all the way in, leave it so it is loose and can be aligned with the second locating hole.

Push them all the way in and they will not line up.



## GLUE SACHET INCLUDED

We have included a sachet of glue.  
THIS IS NOT TO BE USED with the dowel rods.

Open the sachet and empty into a plastic container. Whenever you connect a confirmat bolt (D) or a connector bolt (B) into a barrel bolt (c) dip the end of the bolt in the wood glue and screw in as normal. This will act as a lock tight and prevent the bolt from working loose.



## Clean out the Pre-drilled Holes

You have brought a solid pine product. During the drilling process there may be sawdust still in the holes.

BEFORE you start assembly clear these holes with one of the bolts. Push the bolt through each hole, this will dislodge any sawdust or debris that could interfere with fixing the bed.

## Applying a Finish to the Beds

The bed can be used in a natural form. However if you are applying a stain or finish we advise that you build the bed first. When you are happy with your purchase then put a sheet under the product and apply your stain/paint to the manufacturers recommendations.

NOTE: we are unable to accept the return, under any circumstance once a finish has been applied. By painting the bed you have deemed to accept the quality.



## Corner Posts -

Make sure the WHITE Mark is facing upwards and at the top when laid on the floor. Place post ending "L" to the left, "R" to the right





# Parts Identifier

Stockton - Straight Ladder Model



Courtland - Slanted Ladder



- L - Left Stockton Corner Post
- R - Right Stockton Corner Post
- Part 4- Ladder Steps
- Part 20- Long Ladder Strut
- Part 21- Short Ladder Strut
- Part 13- Blue Headboard
- Part 14- White Headboard
- Part 15- Red Headboard
- Part 1- Long Side rail

- Part 2- Top Long Back Guard Rail
- Part 3- Bottom Long Back Guard Rail
- Part 6- Front Top Guard Rail (red)
- Part 7 Front Bottom Guard Rail (white)
- Part 16- Long Centre Rail
- Part 5 - Guard rail Support
- Part 20- Courtland Long Ladder Strut
- Part 11A - End Front Guard Rail Support
- Part BS - 24 Base Slats



## SAFETY NOTICE: WOODEN FLOORS

This bed uses support legs to ensure heavy duty use. If you are locating this bed on a laminate or wooden floor the bed may move/slip when in use. You must therefore attach non-slip pads under each corner post to prevent this movement. These also protect your floor. You can scan this QR Code for details on how to purchase these.

## Consult Box Contents list for QTY

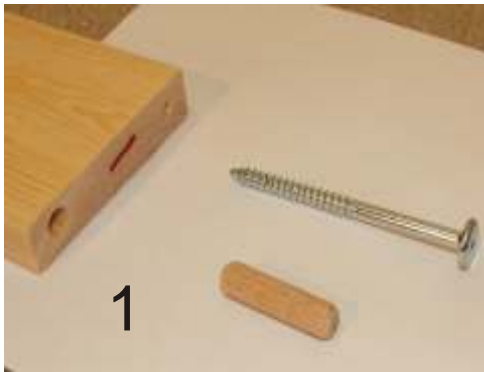


## Need Help Assembling This Product?

We have some videos online that may help you. Please scan this barcode using your phone or visit [www.strictlybedsandbunks.co.uk/assemblyhelp](http://www.strictlybedsandbunks.co.uk/assemblyhelp)

# How to identify your parts and fixings

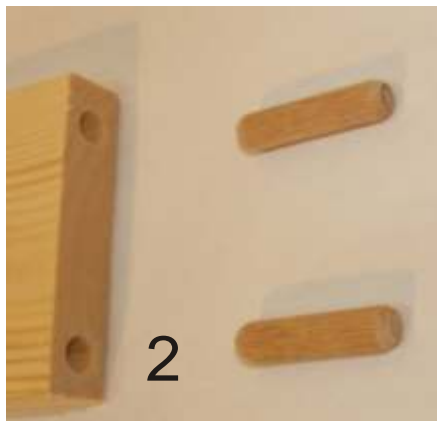
All our products have four attachment methods. These are colour coded, at the end of each part you will find a marker pen marking either RED, WHITE BLUE and BLACK



## RED MARKING/FIXINGS

The part will have a red marker pen marking on the end.  
Top back and front guard rails, top headboard facias.  
Bolt configuration each end:

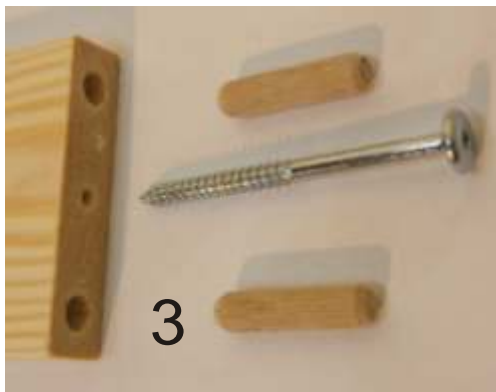
Fixing A (Dowel Rod) x 1  
Bolt D (90mm confirmat) x 1



## WHITE MARKING/FIXINGS

The part will have a white chalk marking on the end.  
Bottom back and front guard rails, middle headboard facias  
Bolt configuration each end:

Fixing A (Dowel Rod) x 2

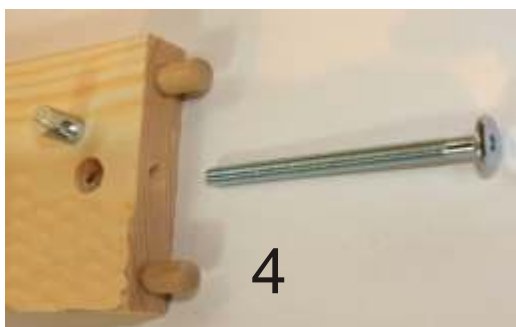


## BLUE MARKING/FIXINGS

**\*\*SINGLE BUNK BEDS ONLY\*\***

The part will have a blue marker pen marking on the end.  
Head Board Facias (top and bottom)  
Bolt configuration each end:

Fixing A (Dowel Rod) x 2  
Bolt D (90mm confirmat) x 1

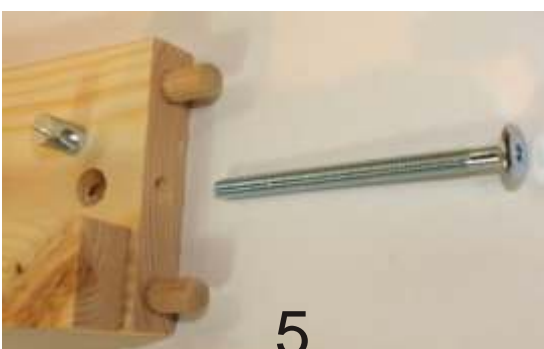


## BLUE MARKING/FIXINGS

**\*\* DOUBLE BUNKBEDS ONLY\*\***

The part will have a blue marker pen marking on the end.  
Head Board Facias (top and bottom) Bolt configuration each end:

Fixing A (Dowel Rod) x 2  
Bolt B (Barrel Bolt) x 1  
Bolt C (90mm connector) x 1



## SIDE RAIL MARKING/FIXINGS

The part will have a blue marker pen marking on the end.  
Side Rails  
Bolt configuration each end:

Fixing A (Dowel Rod) x 2  
Bolt B (Barrel Bolt) x 1  
Bolt C (90mm connector) x 1

# Build the Headboards



We need to build the two headboards at either end of the bunk bed. You will find four corner posts, On the **BOTTOM** of the post they will be marked with an end letter “L “ and “R” (left and right).

Select one left (L) post and place to the left, and one right (R) and place to the right. **You will note a white chalk mark** on each post, very important. **THIS MUST BE AT THE TOP AND FACING YOU.** This indicates the top of each post and the row of holes that accepts the side/ guard rails.

You will have five headboard inserts per headboard. These are colour coded at the end in marker pen. In order from the top

- Part 15 Red (see page 5, FIG 1 for fixings)
- Part 14 White (see page 5, FIG 2 for fixings)
- Part 13 Blue (see page 5, FIG 3 or 4 for fixings)
- Part 14 White (see page 5, FIG 2 for fixings)
- Part 13 Blue (see page 5, FIG 3 or 4 for fixings)

## Locating the Dowel Rods

To keep the bed from rattling all the dowel holes have been slightly mis-drilled by a couple of mm. When you push parts together the dowels will straighten and pull together to ensure a tight fit. Whenever you locate a dowel on the hole **NEVER** push it all the way in, leave it so it is loose and can be aligned with the second locating hole. Push them all the way in and they will not line up.







## We now need to attach the two rear side rails

(Model shown slightly different bit method the same)

With the help of a second person stand both the headboards up. **The white CHALK MARKINGS** must be facing inwards ready to attach the guard and side rails. You need to attach the two siderails only first, this helps the frame stand still before fitting the guard rails. The side rails go in the third and fourth (bottom) set of hole groups on the corner post.

Shown in PIC 5 on page 5. **DO NOT TIGHTEN THESE YET**, simply attach the bolts but leave loose until you have attached the guard rails.



## Now we need to attach the back guard rails, these go at the very top.

Top Guard Rail, part 2 - Marked RED

(fixing, see PIC1 on page 5)

Bottom Guard Rail, part 3 - Marked WHITE

(fixing, see PIC2 on page 5)

Please note the mattress safety notice **MUST** be facing inside the bunk and not upside down. Once the guard rails have been attached now tighten **ALL** the fixings..

## Now we Build the Ladder

Depending on your model we have two ladder types, slanted or straight .

If slanted model you will have two identical ladder struts

If Straight ladder, you will have two different size ladder struts.

At this stage it makes no difference, you need to attach the ladder steps. To prevent movement the ladder rungs need to be tight. The holes on the ladder struts have been mis-drilled by 2mm to ensure a tight fitting. Locate each ladder to the holes on the struts. Using the small confirmat bolt (Fixing F) dip them in the glue and push **BOTH** through the strut, you will note they will not quite meet the hole on the step.

To meet the holes on the step the bolts will be at an angle, this is correct. Locate these over to the holes and screw both the bolts in evenly. If you screw one in fully the second will not meet the hole, screw both in slowly until tight. **DO NOT** attach the ladder hooks yet.



Before we go any further you need to decide where the ladder is to go, left or right.

We need to mark the front side rail to position the ladder, follow below on where and how to mark for each side, left or right.

## Straight Ladder Model



### Ladder to The Left Hand Side

From the **INSIDE** of the left corner post measure 40cm in and mark on the side rail. See PIC1

### Ladder to The Right Hand Side

From the **INSIDE** of the right corner post measure 40cm in and mark on the side rail. See PIC1

## Slanted Ladder Model



### Ladder to The Left Hand Side

From the **INSIDE** of the left corner post measure 40cm in and mark on the side rail. See PIC1

### Ladder to The Right Hand Side

From the **INSIDE** of the right corner post measure 40cm in and mark on the side rail. See PIC1



# Instructions for straight ladder model

First we need to attach the ladder hooks



Now we have assembled the ladder we need to attach the hooks. If the ladder is going on the right side lay the ladder on the carpet as shown in PIC2, if left lay as shown in PIC1. (Note the position of the long strut). We are attaching four ladder hooks, two at the top, two at the bottom. Now place a pencil mark 320mm down from the top of the long ladder strut. (PIC4, see A), the second hook goes at the very top of the small strut. Now measure 80mm from the bottom of both ladder struts (PIC4, see B). Then position the ladder hook to these marks and attach using small screw (L) (PIC3)



## Fixing The Ladder to the Bunk.

Now you have attached the hooks you lift the ladder onto the bunk bed. Where you have marked the 40cm line you need to position the LONGEST strut so the clearance from the corner post to this strut is 40cm, ie the gap.



The Hooks are designed to be tight so will need to be pushed on, sometimes knocked down with a mallet. When in place you MUST fix in place with the small screw (L)



## Attach the front two guard rails

As before the top guard rail is marked Red and the bottom is marked WHITE.

It is important that we use the guard rail spacer bar. We will start with the bottom white guard rail. Locate two dowels into the end. Place the spacer bar on the top of the side rail. Rest the guard rail on top of this.

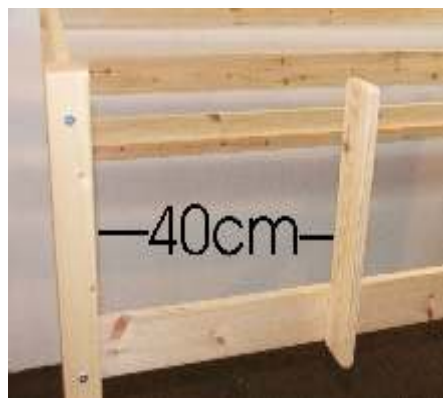
Then using the long black screw and screw into the back of the ladder support (PIC3).

Now place the spacer on top of white rail and locate the top red. Again attach using the black screw.

We now screw another two black screws through the back of the side rail into the back of the ladder strut to fix to the bunkbed

**IMPORTANT:** The spacer bar must be used to ensure the correct, safe 70mm gap between each guard rail. DO NOT align without this.

# Instructions for slanted ladder model



Now find part 11A, this will have a label and NO pilot holes. With a second person ensure part is flush with the bottom of the side rail. Place part 11A to the inside of the pencil mark, ie insure 40cm is clear between the corner post and part 11A. Using two long black screws screw through, from the inside of the side rail into the end of part 11A as shown in PIC3. DO NOT FIX FLUSH, it MUST be fixed inverted outwards as shown in PIC 3.

## Attach the front two guard rails

As before the top guard rail is marked Red and the bottom is marked WHITE.

It is important that we use the guard rail spacer bar.. We will start with the bottom white guard rail. Locate two dowels into the end. Place the space bar on the top of the side rail. Rest the guard rail on top of this.

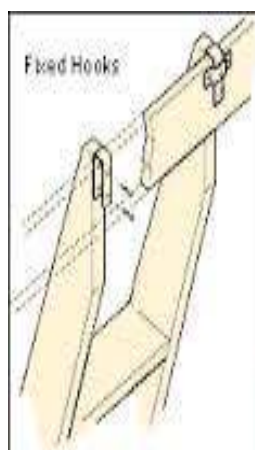
Then using the long black screw and screw into the back of the PART 11A, support (PIC4).

Now place the spacer on top of white rail and locate the top red. Again attach using the black screw, again into the back of PART 11A



**IMPORTANT:** The spacer bar must be used to ensure the correct, safe 70mm gap between each guard rail. DO NOT align without this.

## Fix the ladder hooks and Attach the Ladder



Using the two ladder hooks now attach to the top of each ladder strut, attaching to the slanted inside cut edge, See PIC1 Locate the hooks and attach using the small screw(L). Now hook the ladder over the side rail, this is designed to be tight to prevent movement. You may need to gently tap with a mallet..

Finally attach the ladder using the access hole on the inside of the hook. This is important as it stabilizes the ladder and prevents accidents



## Attaching The Centre Rails

### SINGLE BUNK BEDS - Attaching Two Centre Rails

Each bunk have a centre rail. From the inside of the bed we need to attach metal brackets, one either end. These are fixed using the small screws (L), these are fixed to part 13 (blue) - third insert down from the top. Using a tape mark a centre line from each corner post, then measure and mark 55mm from the top of the BLUE Facia(13). Now position the top of the bracket (J) just below this mark, attach with the small screw (L)

### DOUBLE BUNK BED - Attaching Four Centre Rails

Same as above except each bunk has TWO centre rails. So, rather than mark one centre point we need to mark two. So, on part 13 Blue Facia

4ft Double Model - Mark two points 40cm from each corner post

4ft 6 Double Model - Mark two points 45cm from each corner post

Once the centre rail brackets are in place you can insert these before attaching the base slats



## We Now need to attach the base slats.

You will have twelve extra wide base slats. Push the first slat tight with the footboard corner posts, then using the base slat spacer block evenly space out the remaining base slats. **DO NOT SCREW IN PLACE YET.**

Now push the slats flush to the left hand side rail and screw in (do not screw the right hand side yet). Now go to the right hand side and start with the slat near the centre. Push the side rail in so the slat is flush, then fix using the screw. This aligns the side rail. Now fix the remaining base slats.



**TIP:-When you have attached the base slats you will have additional base slats screws. Out of the 12 slats screw 4 of them directly into the centre rail. Using the base slat screws simply drill through the top of the base slat into the centre rail. This will further strengthen the bed.**



## Now we attach guard rail supports



These two rails prevent the guard rails from being forced apart, very important. Using a tape measure find the centre of the back guard rail and centre of the front guard rail. Make a small pencil mark. Then attach each guard rail support to the front using the screws provided. These cover both the two guard rails and secure onto the side rail.

**If you have ordered a guest bed simply do not attach the from side rail support leg.**

### Section : Added safety

#### Important Notice-

Due to the upright design of the ladder you may need to secure the bed to prevent wobbling when is use. This is not a design fault of the bed but a result of a front access ladder. If a floor is uneven, even by 1mm it can cause a bed to rock, again the brackets will stop this.

You can stabilise the bunk bed by attaching to the wall or to your wooden skirting board. Using the corner bracket fixing P locate to the rear corner posts under the side rail or at the base of the feet.

Using the base slat screws attach to the bed. Please note we have not supplied wall fixings due to the many fixing types available. Consult your hardware store for the best type.

