

Pandora (All Sizes) Assembly Instructions

Fix Kit F
Instructions: Pandora
(Version May 2023)

Assembly Instructions
IMPORTANT – READ CAREFULLY –
RETAIN FOR FUTURE REFERENCE

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.

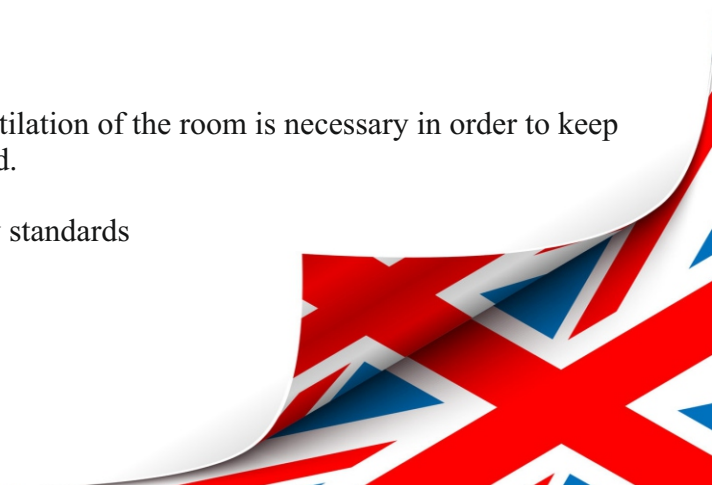
Use a nightlight as an added safety precaution for persons under the upper bunk.

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.



TOP TIPS - TOP TIPS

Read before you start assembly

Locating the Dowel Rods

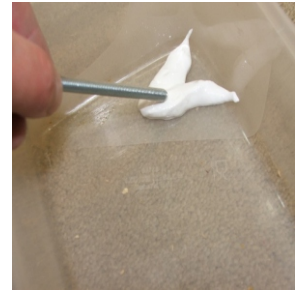
To keep the bed from rattling all the dowel holes have been slightly mis-drilled by a couple of mm. When you push parts together the dowels will straighten and pull together to ensure a tight fit. Whenever you locate a dowel on the hole NEVER push it all the way in, leave it so it is loose and can be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

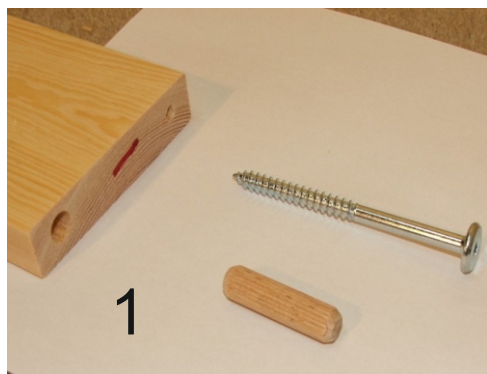


Corner Posts -

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

How to identify your parts and fixings

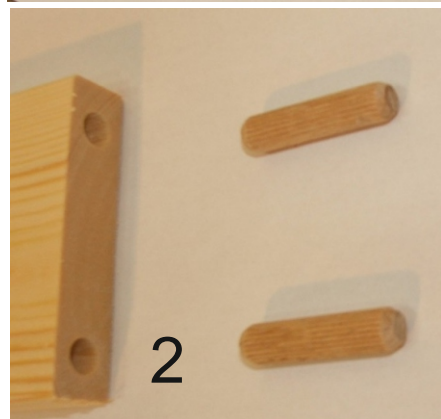
All our products have four attachment methods. These are colour coded, at the end of each part you will find a marker pen marking either RED, WHITE BLUE and BLACK



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:

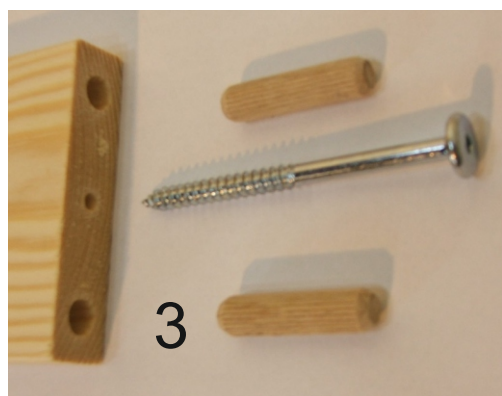
Fixing A (Dowel Rod) x 1
Bolt D (90mm confirmat) x 1



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

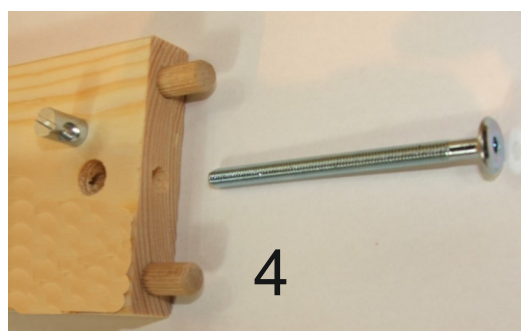


BLUE MARKING/FIXINGS

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

Fixing List

Note: The quantities below are the correct amount to complete the assembly. In some cases more fittings may be supplied than required.



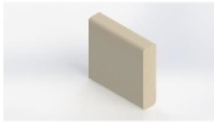
Fixing A1
Small sachet of glue for bolts B & C (NOT dowels)

Number Required 2



Fixing H
90mm ladder silver hook
To connect ladder to bunk

Number required 8



Fixing A2
70mm square wooden rail or base slat spacer

Number Required 2



Fixing J
35mm gold bracket
Used to hold centre rails

Number required - 2



Fixing A
40mm by 10mm Wooden Dowel
Used to connect parts

Number required - 114



Fixing K
Allen Key
To connect bolts

Number Required 1



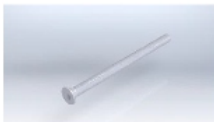
Fixing B
14mm Barrel bolt/Nut
Used to connect with bolt C

Number required 12



Fixing L
Small silver 15mm screw

Number Required 30



Fixing C
90mm Connector bolt
Used to connect with bolt B

Number required 12



Fixing D
90mm Confirmat Bolt
Used to connect headboards

Number required 34



Fixing P
39mm Large Corner Bracket
To bunk bed to wall

Number Required 2



Fixing E
30mm silver Screw
Used to attach base slats

Number required 75



Fixing Q
35 mm small black screw
To connect centre or siderail leg

Number Required 16



Fixing F
50mm Confirmat Bolt
Used to attach ladder steps

Number required 28



White Plastic caps
To plug spare ladder holes

Large 2
Small 2

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.

Contents List



Packing Note : Box 1 of 3 Pandora Single - LONG

Description	Required
Part 2-Top Long Back Guard Rail	3
Part 3-Bottom Long Back Guard Rail	3
Part 7-Front Bottom Long Guard Rail	1
Part 6-Front Top Long Guard Rail	1
Part 20-Long Pandora Ladder Strut	2
Part 20-Mid Pandora Ladder Strut	1
Part 21-Short Pandora Ladder Strut	1
Part 16-Long Centre Rail	1
Part 4-Ladder Steps	1
Part 22-E10 End guard rail - (white)	6
Part 23-E09 End guard rail - (red)	6
Part 24- E11End guard rail -(blue)	2
FIXING KIT & INSTRUCTIONS F8	1

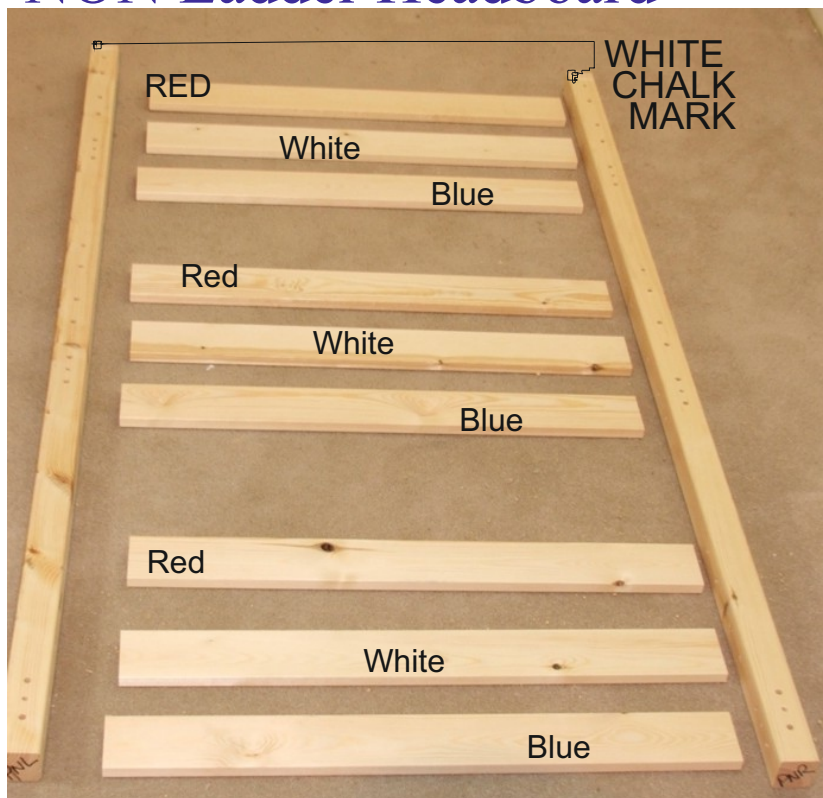
Packing Note : Box 2 of 3 Pandora Single - LONG

Description	Required
Part 1-Long Side rail	6
Part 13- Blue Headboard	5
Part 14- White Headboard	3
Part 15 - Red Headboard	3
Part 18- Guard rail Support (11)	4
Part 4-Ladder Steps	6

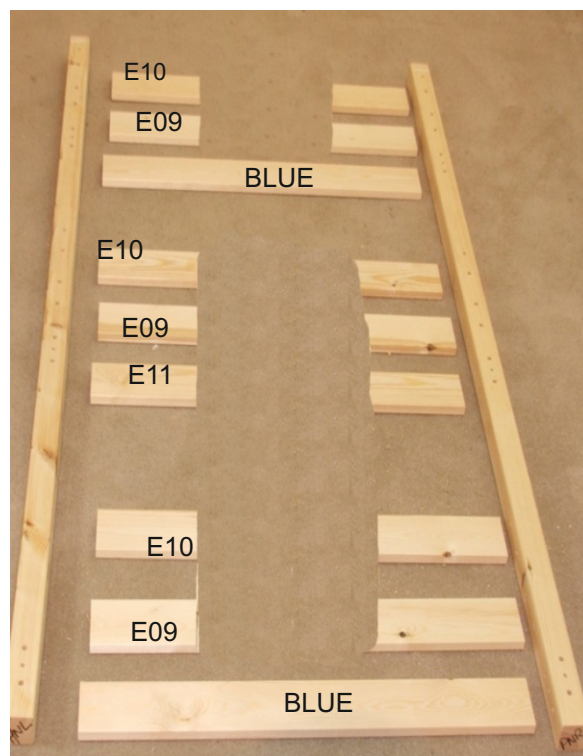
Packing Note: Box 3 of 3 Pandora Single- LONG

Description	Required
Part PNL - Pandora Left Corner Post	2
Part PNR - Pandora Right Corner Post	2
Part BS - Pack of 12x Single base Slats **Note Third pack split to fit box	3

NON Ladder Headboard



Ladder End Headboard



First we need to create headboards. The corner posts have a white chalk marking. **VERY IMPORTANT** - these indicate the top of the post, at the base they will have PNL - (left side) and PNR - (right side). Select one of each, place 1x PNL to the left, PNR to the right.

NON Ladder End Headboard

Arrange headboard facias, from the top
 Red, White, Blue,
 Red, White, Blue,
 Red, White Blue

Ladder End Headboard

Arrange Headboard facias, from the top
 Red (E10), White (E09), Blue Facia
 Red (E10), White(E09), Blue (E11),
 Red (E10), White (E09), Blue Facia



Fixing the headboard inserts to the corner posts.

Ensure you have the headboard inserts in order, red white and blue. In the large hole locate the dowel rods. Push these in tight, do not use a hammer. We suggest pushing them down on the floor to a tight finish.

Using the fixings shown on page three attach these to the corner posts using the long BOLT D - 90mm connector. Fully tighten.



Once you have assembled both headboards stand upright. **MAKE SURE** the white chalk markings are facing inwards, towards you when you attach the side rails.



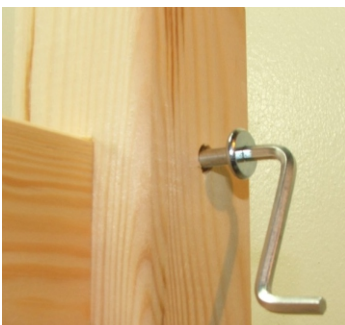
Important: White Chalk Marks on BOTH headboards must be facing inwards

Now two people are required for this. We are now attaching the back guard rails and side rails. Ensure the white chalk markings are facing inside the bed. From the top of the picture you need to find and attach the following:

- Top Guard Rail - RED - Part 2 x 1
- Bottom Guard Rail - WHITE - Part 3 x 1
- Siderail - Universal - Part 1 x 1
- Top Guard Rail - RED - Part 2 x 1
- Bottom Guard Rail - WHITE - Part 3 x 1
- Siderail - Universal - Part 1 x 1
- Siderail - Universal - Part 1 x 1

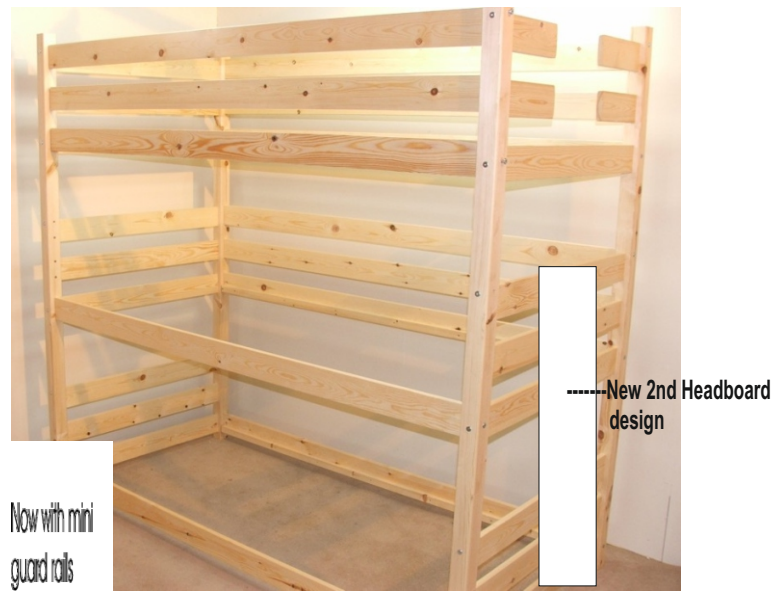
ON page three all fixings required are confirmed as per colour code.

PLEASE NOTE: If you want the long end ladder to the right hand side locate the headboard upright with the mini end rails to the right. If you want to the left locate to the left side.



TOP TIP

Locate the screws in each hole, however only screw in halfway at this stage. You need the product to be flexible and allow movement at this stage. You **MUST** re-tighten fully once assemble has been completed.



Now two people are required for this. We are now attaching the FRONT guard rails and side rails. Ensure the white chalk markings are facing inside the bed. From the top of the picture you need to find and attach the following:

- Top Guard Rail - RED - Part 6 x 1
- Bottom Guard Rail - WHITE - Part 7 x 1
- Siderail - Universal - Part 1 x 1
- (note you are leave the next FOUR holes free for the guard rails on the next step)
- Siderail - Universal - Part 1 x 1
- Siderail - Universal - Part 1 x 1



We now need to build the front smaller ladder. For this you will need the following:

- Part 11 - long ladder strut
- Part 13 - Small ladder strut
- Part 12 - THREE ladder rungs/steps

The ladder consist of one long strut, one short strut and three steps. There is no top, bottom, left or right. Using the small 50mm confirmat (F) bolts simply attach the steps to the each ladder strut.



Once the ladder has been built we need to fix TWOx ladder hooks. Lean the ladder against the side rail. With a pencil mark, on the inside mark the top of the siderail to the long ladder strut. Now screw the ladder hook just below this mark and to the top of the smaller strut.



TOP TIP

The ladder is universal. If the ladder is going to the right hand side the long ladder strut will be to the left facing you. You would then screw the ladder hook on the inside. Reverse if you wish it to go on the left.



Now we need to attach the two front guard rails.

First select the bottom front guard rail (part 9) marked white. Using fixings A attach to the corner post. Rest the spacer bar (fixing A2) as shown in the picture at the end of the rail. This will ensure the correct gap is allowed.



Now using the long black fixing Q screw through from the inside of the guard rail into the long ladder strut.

Now select the top front guard rail (part 10) marked red. Using fixing A and D and attach to the corner post. Now position the spacer bar on top of the bottom guard rail and again attach using fixing Q.

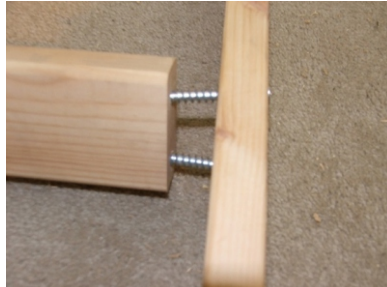


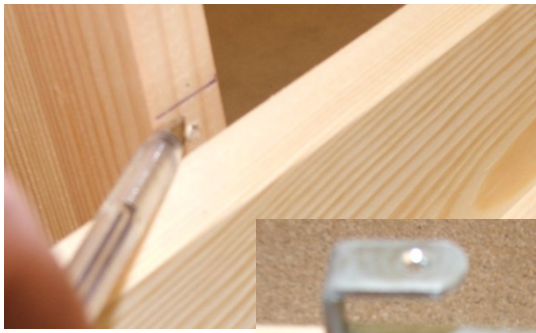
We now need to build the end ladder.

Select the both long ladder struts (part 19) and position as shown with the ladder steps (part4)

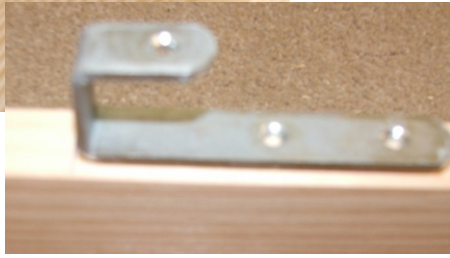
When installed the ladder rungs need to be tight. The holes on the ladder struts have been mis- drilled by 2mm to ensure a tight fitting. Locate each ladder to the holes on the long struts. Using the small confirmat bolt dip them in the glue and push BOTH through the strut, you will note they will not 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. This is important, DO NOT tighten one at a time. Both together, The bolts will align and pull the ladder step in. This ensures a tight fixing. Complete one side then go to the next.





Once the ladder has been built we need to fix FOUR x ladder hooks. Lean the ladder against the end rail. With a pencil mark, on the inside mark the top of the each blue headboard insert (third and sixth one down). Now screw the ladder hook just below this mark and to the top of the smaller strut.



Once the ladder hooks have been allocated lean against the bunk and screw to the four end mini guard rails.

Attach The Centre Rail



SINGLE BUNK BEDS - Attaching Top Centre Rail

The top bunk only has a centre rail support. 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) facias. Using a tape mark a centre line from each corner post, The rail must sit flush, on top of the base slats. 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)

Once the centre rail brackets are in place you can insert these before attaching the base slats. The middle and bottom bunk does not require these rails.



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.

Attach the Four Guard Supports



You will find FOUR part 4 (11A), these are attached to the front of each guard rail combination. Using a tape measure make a small pencil marking in the centre of each guard rail combination. Using three (E) screws attach each guard support from the outside. The locations are:

- Back Top guard rail
- Back Bottom Guard Rail
- Front Top Guard rail
- Front Bottom Guard Rail



Section : Added safety



Important Notice-

Due to the upright design of the ladder you may need to secure the bed to prevent wobbling or pulling forward when in 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.

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.

Accessories you can't live without



BOOKCASE

Perfect addition to your high sleeper bunk bed



BUNKBED SHELF

Attaches to all our bunks



TRUNDLE

Perfect for that unexpected guest



UNDERDRAWERS

Ideal storage that goes under all our beds



Storage Shelves

Matching Storage Units



Bed Linen

Mattress Protectors, Fitted Sheets, all sizes