



**Furniture of America**<sup>®</sup>

E-Commerce by Enitial Lab

# ASSEMBLY INSTRUCTIONS

MODEL #

**CM-BK963**

Questions?

GIVE US CALL: 1-888-980-5122  
MON-FRI 8:30AM - 5:30PM (PST)

## TOOLS REQUIRED



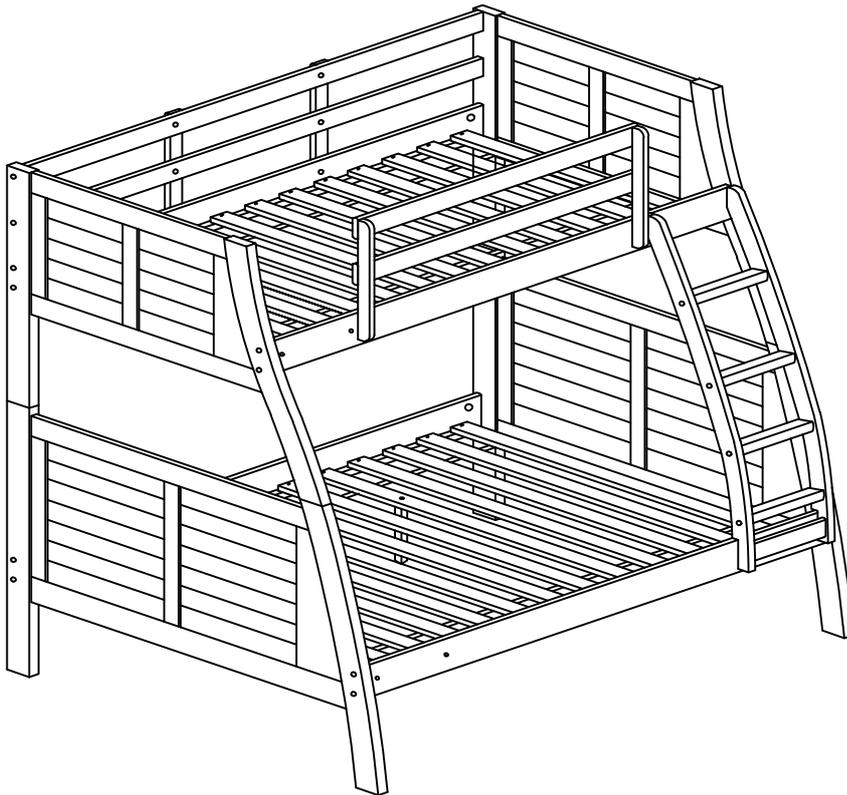
Allen Wrench

(Included)



Phillips  
Screwdriver

(Not Included)



**3 - People  
Recommended**

## ASSEMBLY RATING



EASY ————— DIFFICULT

The Assembly Rating is a 5-point system showing the level of effort needed to assemble a specific product.

VERSION # 20-12-11



FOA Intro

Thank you for your purchase!

We hope you enjoy this new addition to your home for many years to come.

Our commitment to providing quality products does not simply end when you purchase our product. We fully stand behind our products from start to finish. Our customer service department is available Monday – Friday 8:30 AM – 5:30 PM Pacific and can help with assembly questions as well as, if necessary, replacing damaged or missing parts. To help expedite our service, please have these assembly instructions readily available, along with your order receipt.

 **Consumer Hotline**  
Toll-Free 1-888-980-5122

 **WEBSITE**  
[www.foagroup.com](http://www.foagroup.com)

    foagroup

 **Monday to Friday**  
8:30AM- 5:30PM (PST)

 **E-MAIL**  
[cs.ec@foagroup.com](mailto:cs.ec@foagroup.com)

 FurnitureOfAmerica

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## CHECK BEFORE STARTING

**Are you missing anything?**

Double-check all parts, hardware and accessories listed on Page 6 are accounted for.

**Should we send any replacements?**

Are there any irregularities or flaws in the parts? We can send replacements!

**Check out our Quick Tips!**

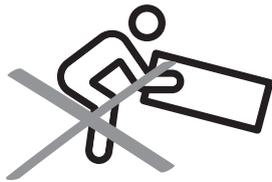
We recommend reviewing the pre-assembly handouts. Even experts need a refresher now and then!

**Prep Time!**

Please review the assembly instructions and all diagrams prior to assembling. Arrange parts as recommended on Page 7 and group identical hardware together to make assembling easier.

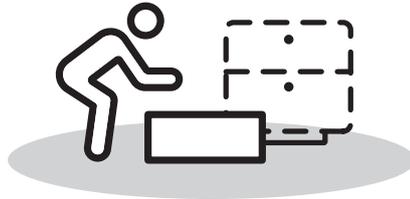
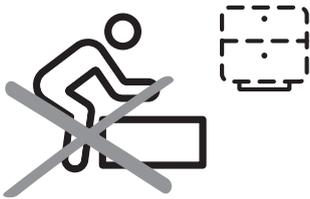
# PRE ASSEMBLY INTRODUCTION

We understand building ready-to-assemble furniture can be a challenging experience for some. To help avoid confusion, we have provided some helpful tips that may speed up the process.



## Teamwork

ALWAYS have at least two people to help with transporting and assembling the product to avoid potential injury and/or damage.



## Suitable Location

Assembling near the area of the intended location is highly recommended.



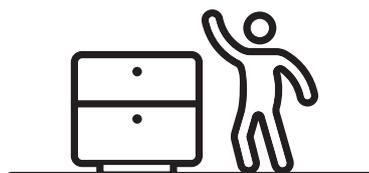
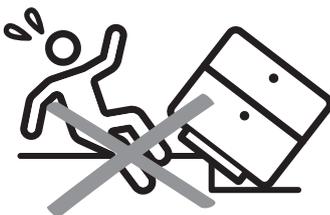
## Sufficient Space

Make sure you have enough space to move around during the assembly.



## Avoid Scratches

Use cardboard, blankets or a carpeted area while assembling furniture to prevent scratches.



## Flat Surface

Make sure the furniture rests on a flat and level surface with each leg evenly touching the floor.

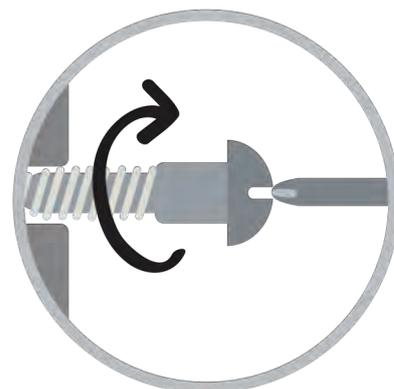
# ASSEMBLY AND CARE ADVICE



**FAILURE TO FOLLOW THE GUIDELINES BELOW MAY RESULT IN INJURY AND/OR PROPERTY DAMAGE.**



Position each part correctly and insert screws or bolts into their respective holes.



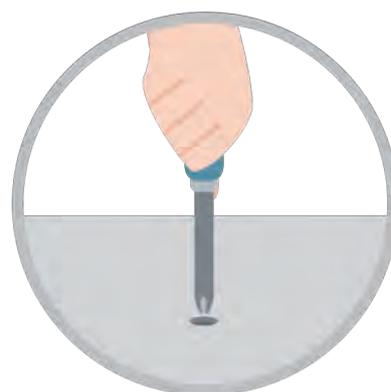
Turn clockwise to tighten and only tighten when step is completed or when instructed to do so.



Use the appropriate hand tools or power tools for assembly. Select steps, such as tightening screws and/or bolts, may require hand tools to avoid causing damage during assembly.



Save the instructions and store any supplied tools for later maintenance.



After two weeks, check and tighten any loose hardware and repeat again every six months thereafter.

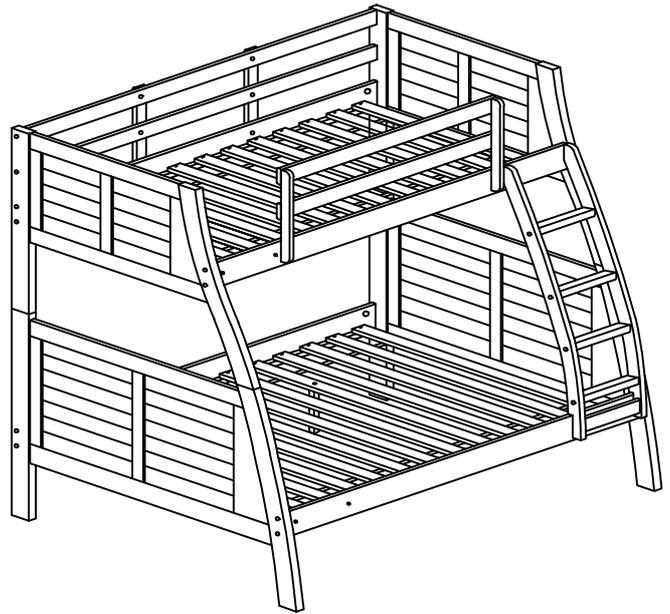
**IT IS THE USER'S RESPONSIBILITY TO MAINTAIN THE FURNITURE. THE HARDWARE MAY LOOSEN OVER TIME AND MAY CAUSE THE FURNITURE TO BE WOBBLY AND UNABLE TO SUPPORT ITS INTENDED WEIGHT CAPACITY. THIS MAY LEAD TO COLLAPSE AND MAY CAUSE SERIOUS INJURY.**

# BUNK BED

CM-BK963



• Please keep instructions for future reference.  
• Check the quantity and irregularity of parts and hardware before you start.



## PARTS

#1 1pc



Lower End Guardrail(R)

#2 1pc



Lower End Guardrail(L)

#3 1pc



Lower Back Side Rail

#4 1pc



Lower Front Side Rail

#5 1pc



Upper End Guardrail(R)

#6 1pc



Upper End Guardrail(L)

#7 1pc



Upper Front Side Rail

#8 1pc



Upper Back Side Rail

#9 2pcs



Back Guardrail

#10 2pcs



Guardrail Support

#11 2pcs



Guardrail Support

#12 2pcs



Front Guardrail

#13 1pc



Ladder Rail (L)

#14 1pc



Ladder Rail (R)

#15 5pcs



Ladder Rung

#16 1set



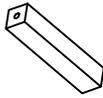
Top Slat (14pcs)

#17 1set



Bottom Slat (14pcs)

#18 2pcs



Support Leg

## HARDWARE

#A 4pcs



Dowel Ø10 x 1-5/8"

#B 16pcs



Bolt Ø1/4" x 2-3/4"

#C 16pcs



Hanger Nut Ø1/4"

#D 4pcs



Screw Ø6.5 x 3-1/8"

#E 10pcs



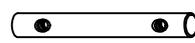
Screw Ø6.5 x 2"

#F 24pcs



Screw Ø1/4" x 1-3/16"

#G 4pcs



Connection nut  
Ø10 x 3-18"

#H 8pcs



Bolt Ø1/4" x 1"

#I 56pcs



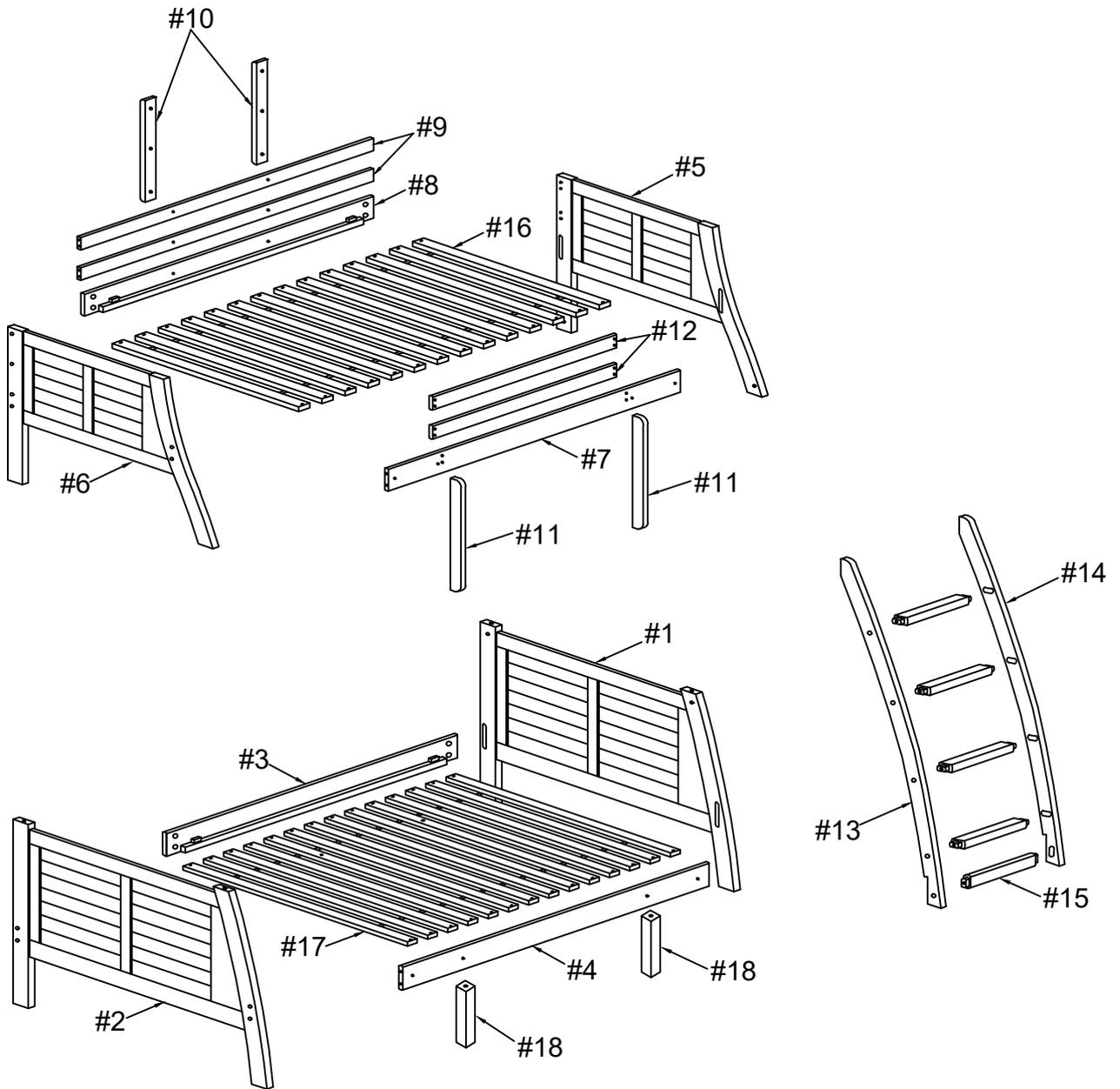
Screw #4 x 30mm

#J 1pcs

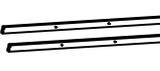
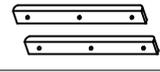
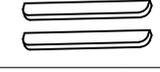
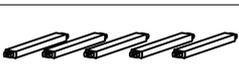


Allen Key 4mm

# Exploded View



# CM-BK963 is packed in 3 cases

| Carton              | Disignation            | Part        | Hardware   |
|---------------------|------------------------|-------------|--|
| <b>CM-BK963-1</b>   | Lower End Guardrail(R) | #1          |    |
|                     | Lower End Guardrail(L) | #2          |    |
|                     | Upper End Guardrail(R) | #5          |    |
|                     | Upper End Guardrail(L) | #6          |    |
| <b>CM-BK963-2</b>   | Lower Back Side Rail   | #3          |    |
|                     | Lower Front Side Rail  | #4          |    |
|                     | Upper Front Side Rail  | #7          |   |
|                     | Upper Back Side Rail   | #8          |  |
|                     | Back Guardrail         | #9          |  |
|                     | Guardrail Support      | #10         |  |
|                     | Guardrail Support      | #11         |  |
|                     | Front Guardrail        | #12         |  |
|                     | Ladder Rail (L)        | #13         |  |
|                     | Ladder Rail (R)        | #14         |  |
|                     | Ladder Rung            | #15         |  |
|                     | <b>CM-BK963-3</b>      | Support Leg | #18  |
| Top Slat (14pcs)    |                        | #16         |  |
| Bottom Slat (14pcs) |                        | #17         |  |

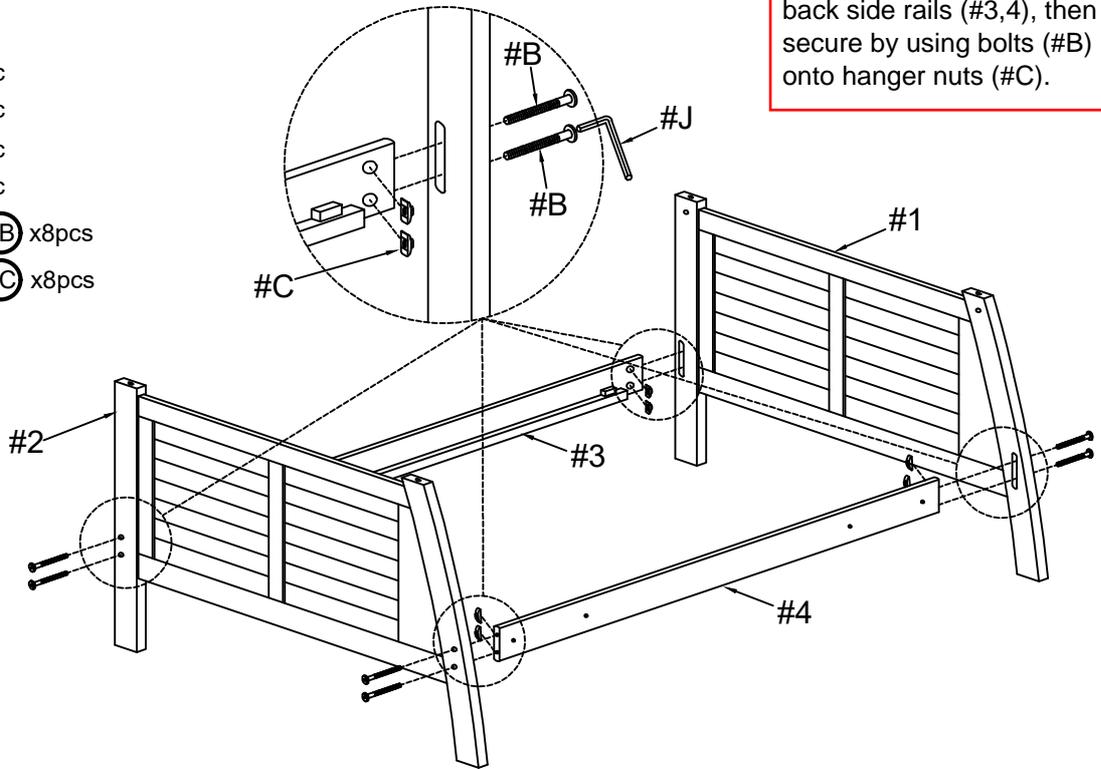
## CM-BK963-2

-  #A x 4pcs
-  #B x 16pcs
-  #C x 16pcs
-  #D x 4pcs
-  #E x 10pcs
-  #F x 24pcs
-  #G x 4pcs
-  #H x 8pcs
-  #I x 56pcs
-  #J x 1pc

# ASSEMBLY INSTRUCTIONS

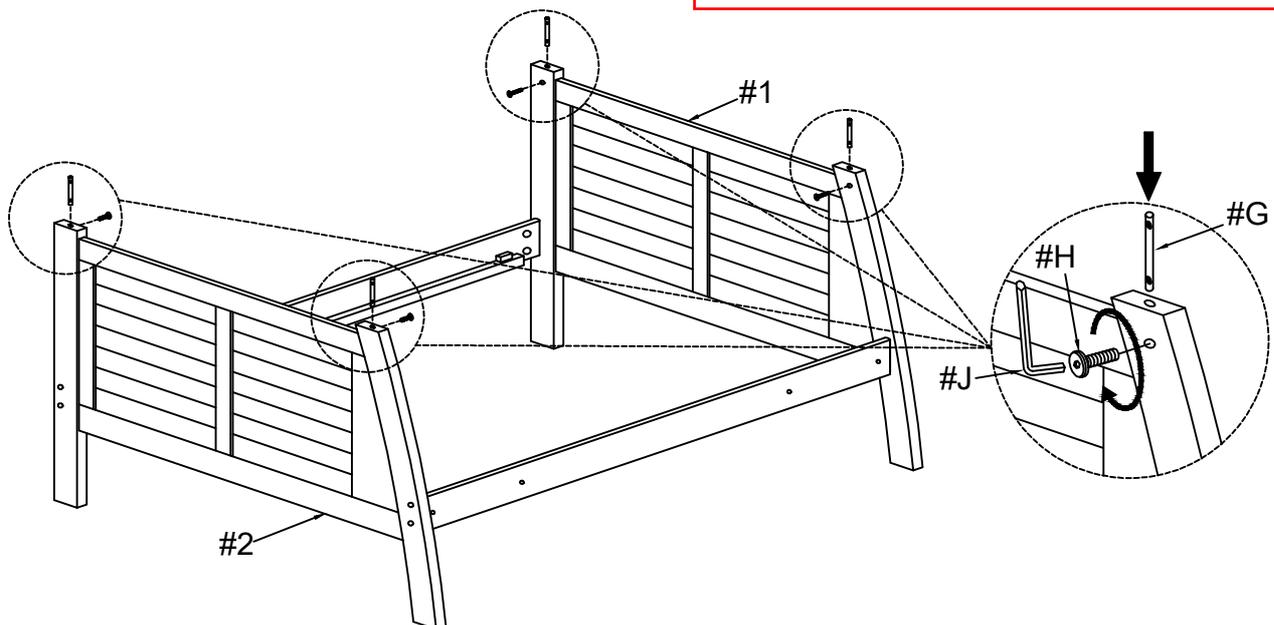
1

- Part #1 x1pc
- Part #2 x1pc
- Part #3 x1pc
- Part #4 x1pc
- Hardware #B x8pcs
- Hardware #C x8pcs



2

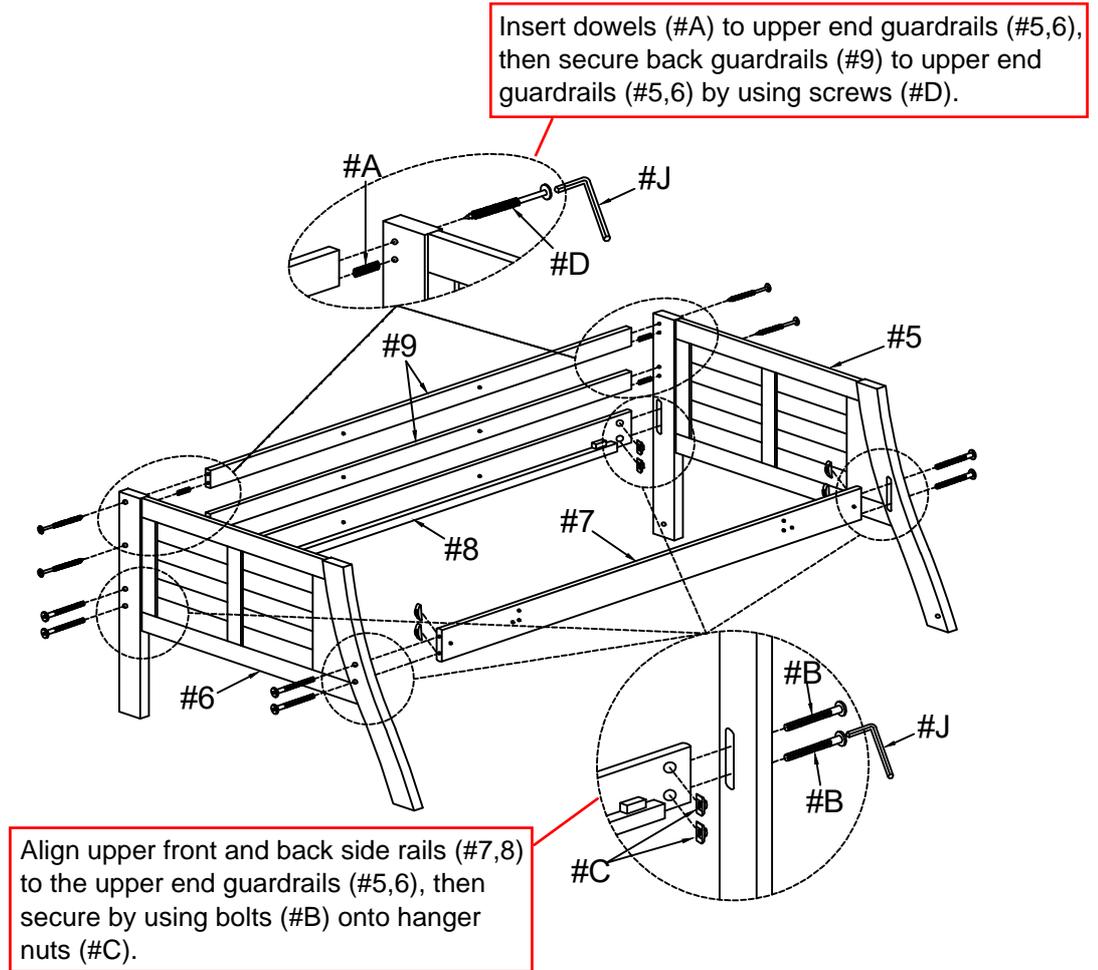
- Hardware #G x4pcs
- Hardware #H x4pcs



# ASSEMBLY INSTRUCTIONS

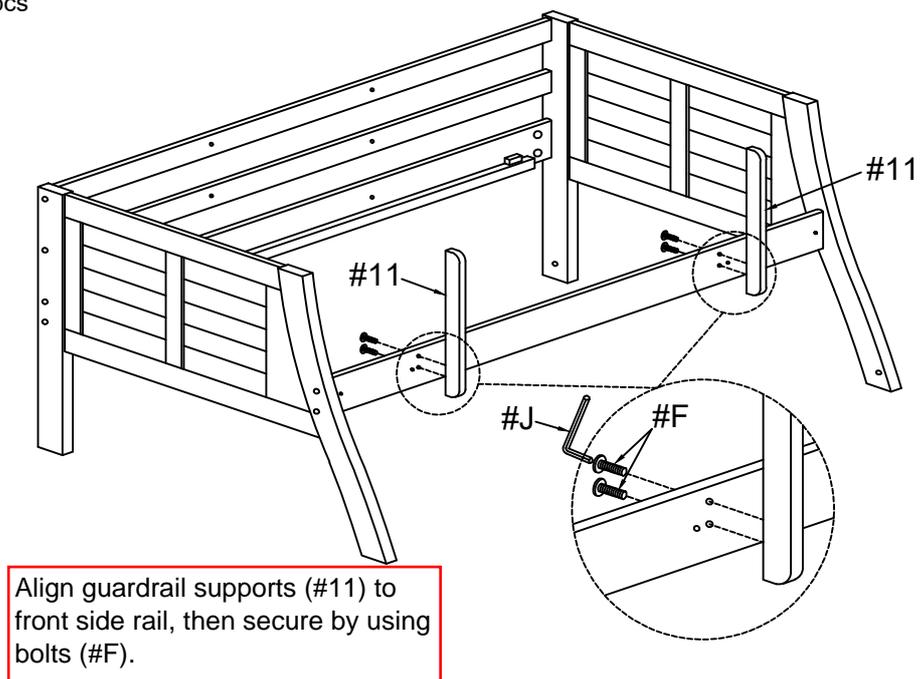
## 3

- Part #5 x1pc
- Part #6 x1pc
- Part #7 x1pc
- Part #8 x1pc
- Part #9 x2pcs
- Hardware #A x4pcs
- Hardware #B x8pcs
- Hardware #C x8pcs
- Hardware #D x4pcs



## 4

- Part #11 x2pcs
- Hardware #F x4pcs

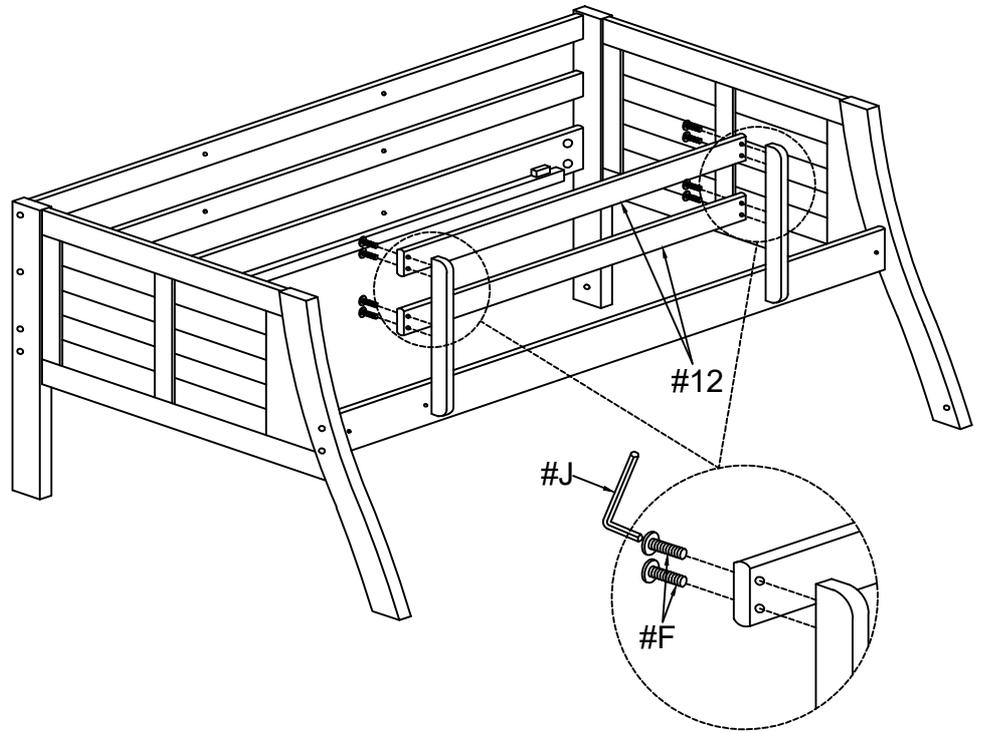


# ASSEMBLY INSTRUCTIONS

Align front guardrails (#12) to the support, then secure by using bolts (#F).

## 5

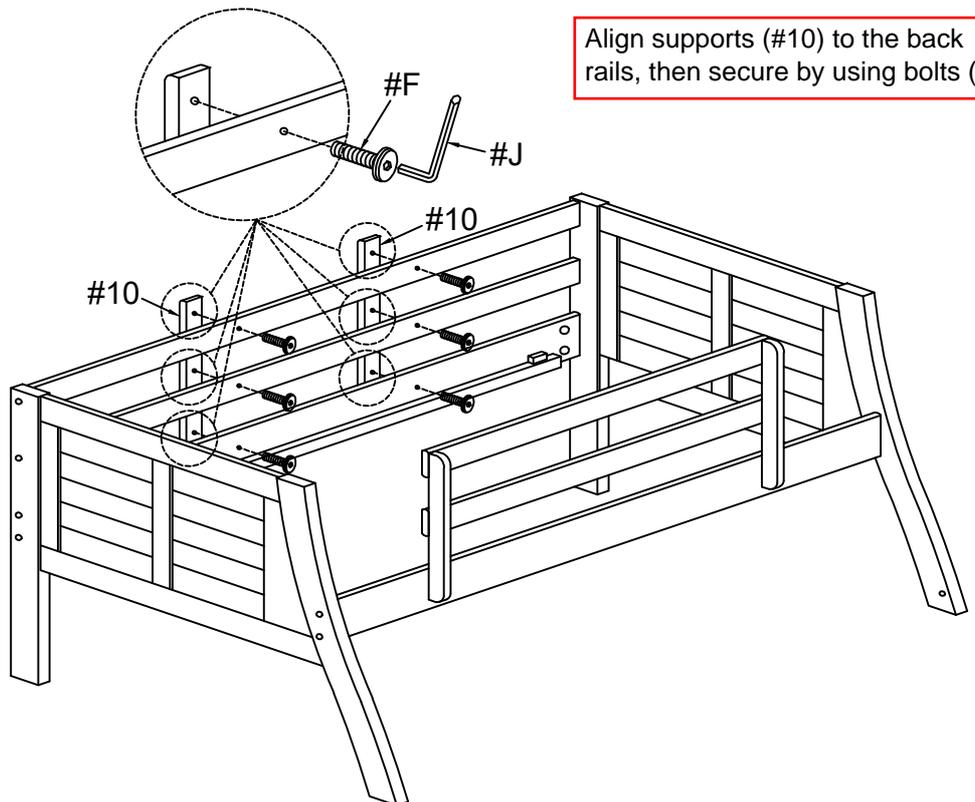
Part #12 x2pcs  
Hardware #F x8pcs



## 6

Part #10 x2pcs  
Hardware #F x6pcs

Align supports (#10) to the back rails, then secure by using bolts (#F).

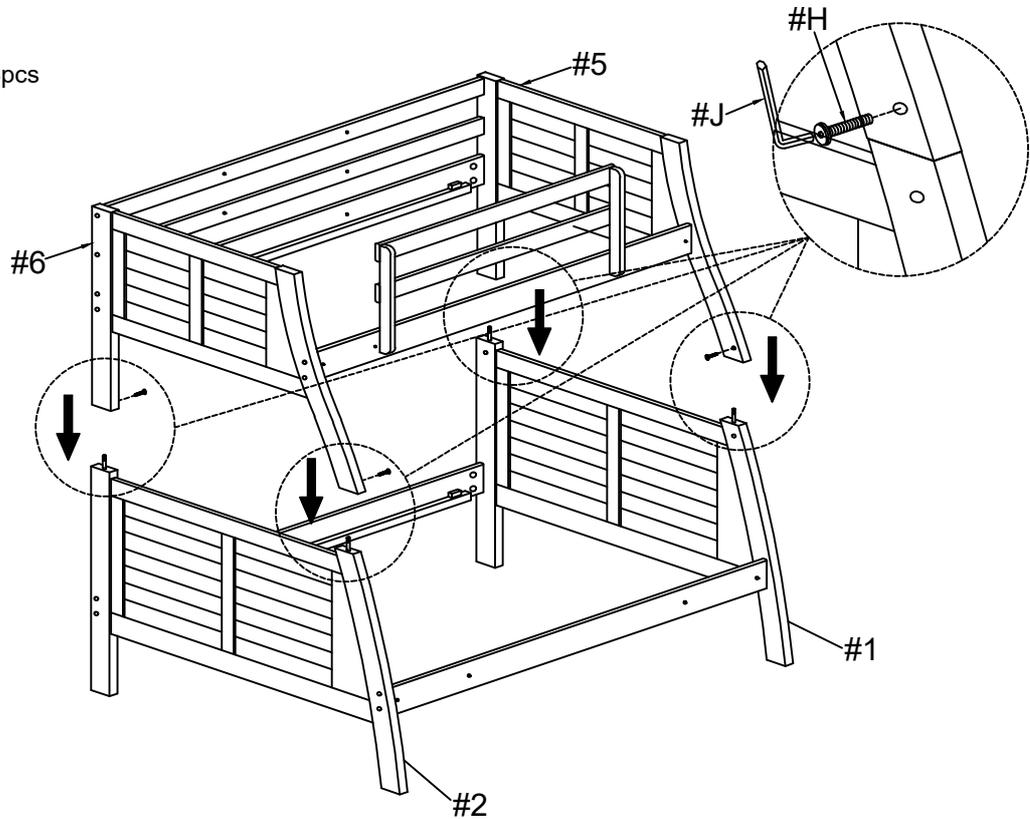


# ASSEMBLY INSTRUCTIONS

Align upper bunk to lower bunk, then secure by using bolts (#H).

## 7

Hardware (#H) x4pcs



## 8

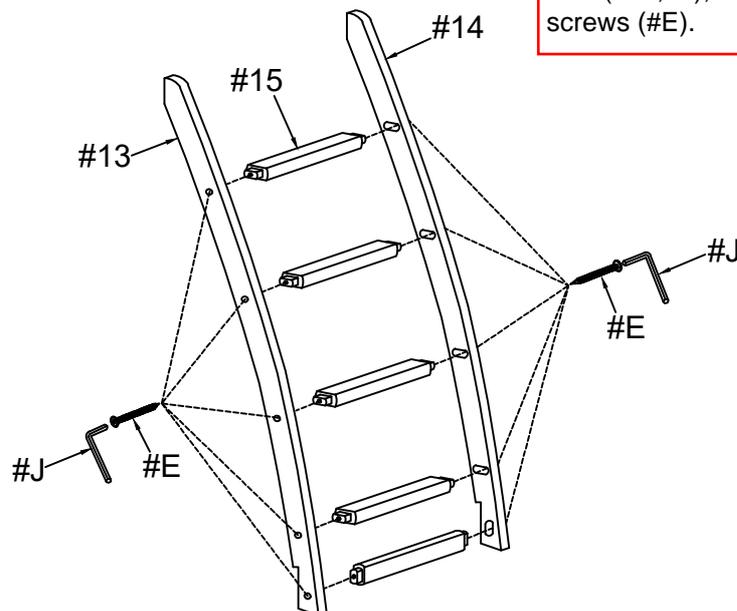
Part (#13) x1pc

Part (#14) x1pc

Part (#15) x5pcs

Hardware (#E) x10pcs

Align ladder rungs (#15) to ladder rails (#13,14), then secure by using screws (#E).

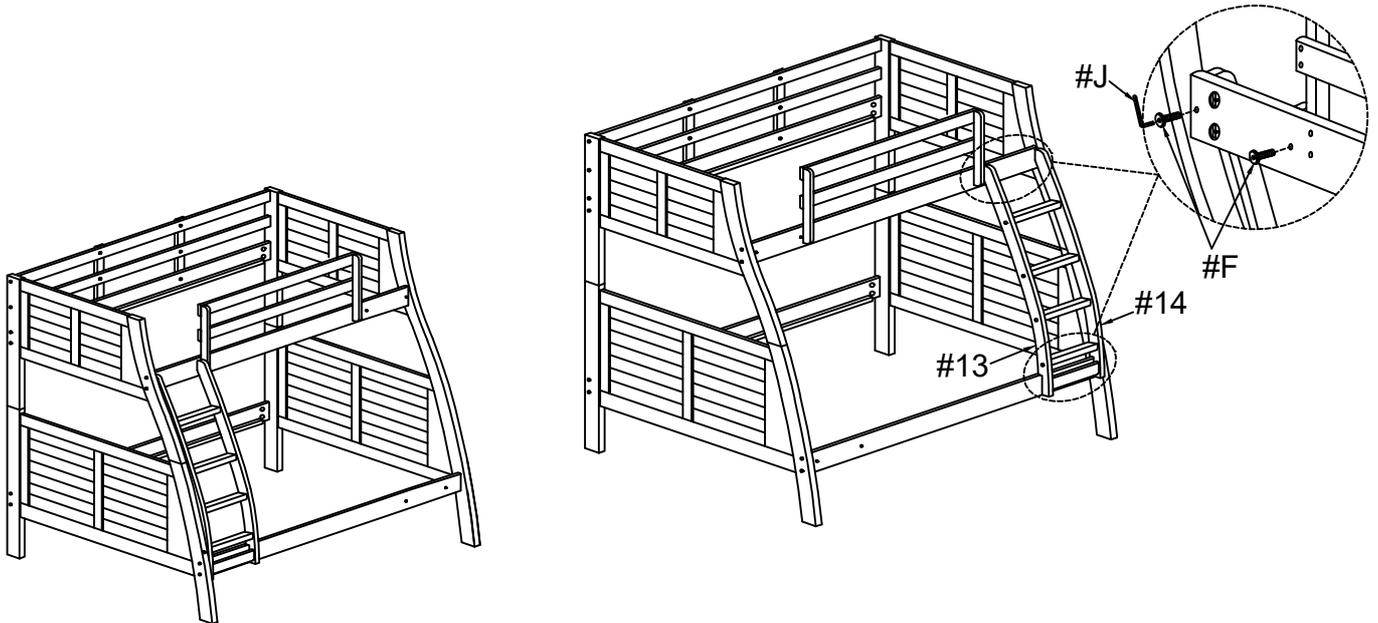


# ASSEMBLY INSTRUCTIONS

## 9

Hardware **#F** x4pcs

Align ladder in either side of the bunk bed, then secure by using bolts (#F).



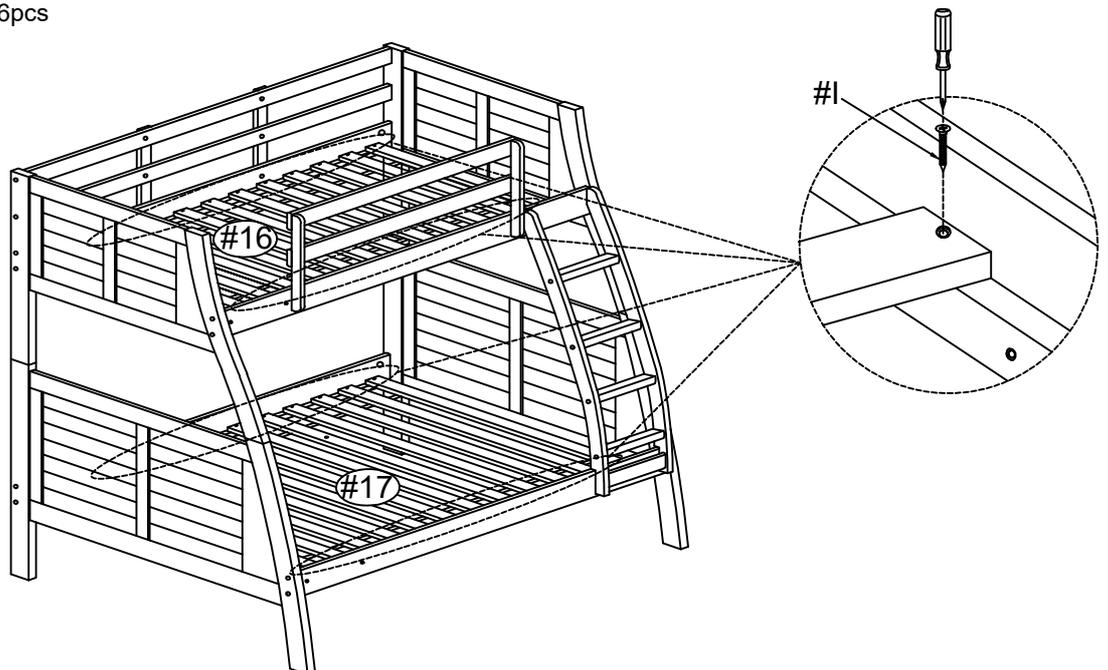
## 10

Part **#16** x1set

Part **#17** x1set

Hardware **#I** x56pcs

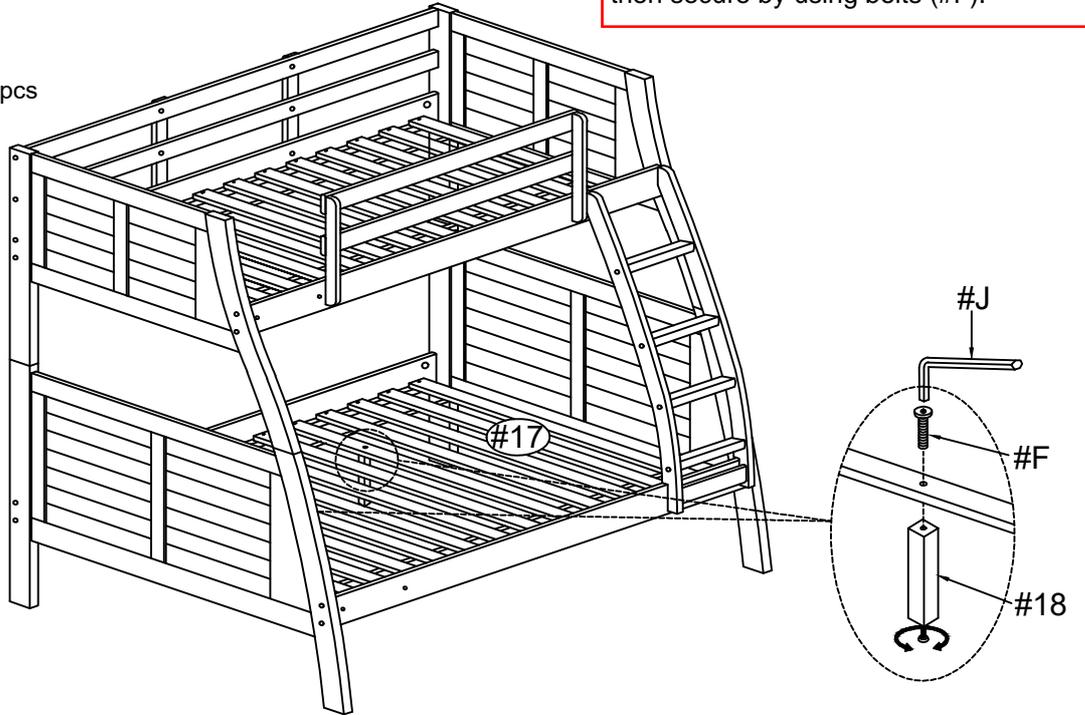
Align slat kits (#16,17) to the bunk bed, then secure by using screws (#I).



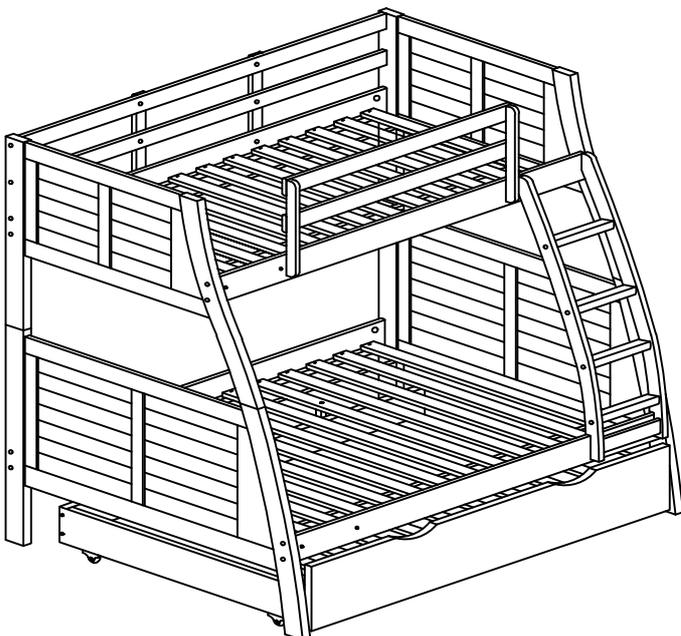
# ASSEMBLY INSTRUCTIONS

## 11

Part #18 x2pcs  
Hardware #F x 2pcs



## 12



### ASSEMBLY COMPLETED



Please ensure the furniture rests on an even and flat surface. If the product wobbles or feels loose, double-check all bolts and/or screws are properly tightened and secured.



#### Keep this handy!

Please retain this instruction manual and any order-related information for future reference.



#### Lift, don't drag!

To avoid damage to product please always LIFT the product when transporting or adjusting the placement.

## Safety Warnings for Bunk Beds

1. Read and follow the information on the WARNINGS shown on the end structure of the upper bunk and on the carton.
2. Do not remove warning label from the bed.
3. Keep these instructions for future reference.
4. **IMPORTANT: Must use Bunkie mattress or Bunkie board.** The proper sizes for the **UPPER/LOWER TWIN-SIZE** Bunkie mattress or Bunkie board should be 74" long and 37½" - 38½" wide with no more than 6" thickness and for the **UPPER/LOWER FULL-SIZE** should be 74" long and 53" - 54" wide with no more than 6" thickness.
5. Surface of mattress must be at least 5 inches (127 mm) **BELOW** the upper edge of guardrails.
6. The **MAXIMUM** weight capacity for the upper bunk is not to exceed 175 lbs.
7. Do not allow children under 6 years of age to use the upper bunk.
8. Periodically check and ensure that the guardrails, ladder, handle and other components are in their proper position, free from damage, and that all connectors are tightened and secured.
9. **DO NOT** allow horseplay, rough playing or jumping on the beds and do not allow playing or hiding under the beds.
10. Always use the ladder for entering or leaving the upper bunk.
11. Do not use substitute parts. Contact the manufacturer or dealer for replacement parts.
12. Use of a nightlight may provide added safety precaution for a person using the upper bunk.
13. Always use the guardrails on both sides of the upper bunk.
14. If the bunk bed will be placed next to a 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.
15. The use of water or sleep flotation mattresses is prohibited.
16. No more than one person is allowed on the upper bunk at all times.



## **WARNING: STRANGULATION HAZARD**

Never attach or hang objects to any part of the bunk bed that are not designed for use with the bed. Objects such as hanger, hook, belt, bag, rope, string, etc. should not be used on or around the bunk bed.