



# Box D

# Instructions 17

(Version Feb2025)

## Duchess Triple Bunkbed (All Sizes) Assembly Instructions

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:

Top Bunk - Mattress size 90cm by 190cm

Bottom Bunk:

If 4ft double Mattress size 120cm by 190cm

If 4ft 6 double - Mattress size 135cm 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**



# 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 when laid on the floor

Headboard Facias-

These are colour coded

Please position as follows:

RED - At the top

WHITE - In the middle

BLUE - At the bottom



# 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 or BLUE (two types)



## RED MARKING/FIXINGS

The part will have a red marker pen marking on the end.

Hole / Bolt configuration:

One large dowel hole - Place for large dowel

One small hole - Place for large 90cm confirmation bolt D

Areas this method is used:

Top front and back guard rails and top headboard facia



## WHITE MARKING/FIXINGS

The part will have a white chalk marking on the end.

Hole / Bolt configuration:

TWO large dowel holes - Place for large dowel

Areas this method is used:

Bottom front and back guard rails and centre headboard facia



## BLUE MARKING/FIXINGS -

The part will have a blue marker pen marking on the end.

Hole / Bolt configuration:

TWO large dowel holes - Place for large dowel

One small centre hole - Place for large 90mm connector bolt D



## SIDE RAIL MARKING/FIXINGS

The part will have a blue marker pen marking on the end.

Hole / Bolt configuration:

TWO large dowel holes - Place for large dowel

One small centre hole - Place for large 90mm connector bolt C

Facing access hole - Place for barrel bolt B



## Parts Identifier



Please note the ladder design has changed, the ladder now rest on the floor.

Part BL - Corner Post - Back Left	<input type="text" value="1"/>	Part 1- Long Side rail	<input type="text" value="4"/>
Part BR - Corner Post - Back Right	<input type="text" value="1"/>	Part 2- Red Top Long Back Guard Rail	<input type="text" value="1"/>
Part 4E - 4FT 6 - Triple Sleeper Cross Bar	<input type="text" value="2"/>	Part 3- Bottom Long Back Guard Rail	<input type="text" value="2"/>
Part MR - Middle post Right Side	<input type="text" value="1"/>	Part 16 - Long Centre Rail (194cm)	<input type="text" value="1"/>
Part ML - Middle post Left Side	<input type="text" value="1"/>	Part 16A - Bespoke Centre Rail (190cm)	<input type="text" value="1"/>
Part FL - Front Left Corner Post	<input type="text" value="1"/>	Part 6 Red Front Top Guard rail - LONG	<input type="text" value="1"/>
Part FR - Front Right Corner Post	<input type="text" value="1"/>	Part 7 White Front Top Guard rail - LONG	<input type="text" value="1"/>
Part 25 - Siderail Support Legs	<input type="text" value="2"/>	Part 11A - Guard Rail End Support	<input type="text" value="1"/>
Part 26 - Centre Leg	<input type="text" value="1"/>	Part 20 - Duchess Straight Ladder	<input type="text" value="2"/>
Part 4- Ladder Steps	<input type="text" value="5"/>	Part 14- 3ft White Headboard	<input type="text" value="2"/>
Part 11 - Guard rail Support	<input type="text" value="2"/>	Part 15- 3ft Red Headboard	<input type="text" value="1"/>
		Part 13 - 3ft Blue Headboard	<input type="text" value="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.


















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

Aftersales Portal - [www.strictlyaftersales.co.uk](http://www.strictlyaftersales.co.uk)  
 Email Assistance: [help@strictlybedsandbunks.co.uk](mailto:help@strictlybedsandbunks.co.uk)

# Fixing List

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

	<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 2
	<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 Number required - 4
	<b>Fixing A</b> 40mm by 10mm Wooden Dowel Used to connect parts Number required - 53		<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 Number required 8		<b>Fixing L</b> Small silver 15mm screw Number Required 18
	<b>Fixing C</b> 90mm Connector bolt Used to connect with bolt B Number required 8		
	<b>Fixing D</b> 90mm Confirmat Bolt Used to connect headboards Number required 15		<b>Fixing P</b> 39mm Large Corner Bracket To bunk bed to wall Number Required 6
	<b>Fixing E</b> 30mm silver Screw Used to attach base slats Number required 54		<b>Fixing Q</b> Black Fixing Screw Number Required 4
	<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 3 Small 1

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# Lets Build the left hand side headboard



First we need to assemble the headboards.

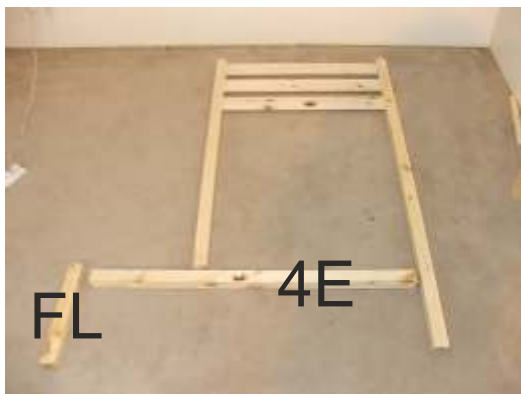
We will start by building the left headboard.

You will need the following parts:

- BR - Back Right Corner Post
- 4C - Red Top Headboard Facia
- 4B - White Middle Headboard facia
- 4D - Blue Bottom Headboard facia
- ML - Middle Left Corner Post
- 4E - Horizontal bottom headboard Facia

Using the picture above now position these parts flat on the room floor. All corner posts will have a WHITE CHALK MARKING. It is VERY IMPORTANT these markings are at the top and FACING YOU. These indicate the location of the holes. If these are incorrect the holes will not line up.

Position corner post BR to the right hand side then corner post ML to the left side. Now attach each headboard facia insert starting with Red at the top, White middle and Blue bottom. Use the fixings described on page five.



We now need to attach the bottom headboard facia 4E. You will note this has a dowel hole on the top, please locate a wooden dowel. This now connects to the bottom of corner post ML.

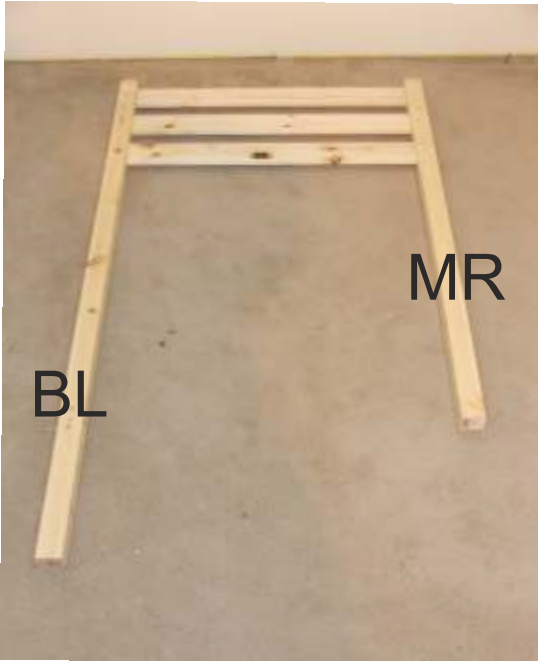


Once attached use the small bracket (P) to attach to part 4E so cannot be separated.

Now connect to the front corner post FL as shown using a dowel and bolt D. The headboard is now complete.



# Lets Build the right hand side headboard



First we need to assemble the headboards.

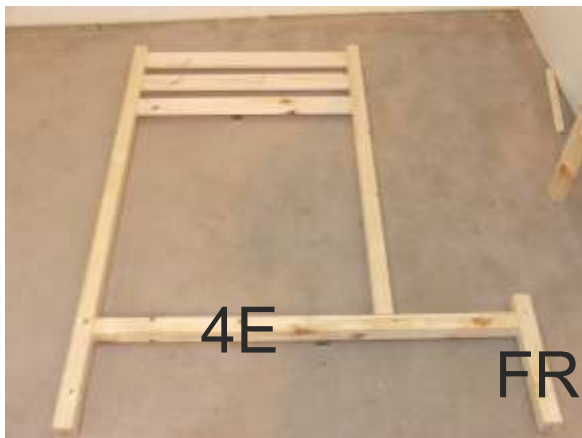
We will start by building the left headboard.

You will need the following parts:

- BL - Back left Corner Post
- 4C - Red Top Headboard Facia
- 4B - White Middle Headboard facia
- 4D - Blue Bottom Headboard facia
- MR - Middle Right Corner Post
- 4E - Horizontal bottom headboard Facia

Using the picture above now position these parts flat on the room floor. All corner posts will have a **WHITE CHALK MARKING**. It is **VERY IMPORTANT** these markings are at the top and **FACING YOU**. These indicate the location of the holes. If these are incorrect the holes will not line up.

Position corner post BR to the right hand side then corner post MR to the right side. Now attach each headboard facia insert starting with Red at the top, White middle and Blue bottom. Use the fixings described on page five.



We now need to attach the bottom headboard facia 4E. You will note this has a dowel hole on the top, please locate a wooden dowel. This now connects to the bottom of corner post ML.

Once attached use the small bracket (N) to attach to part 4E so cannot be separated.

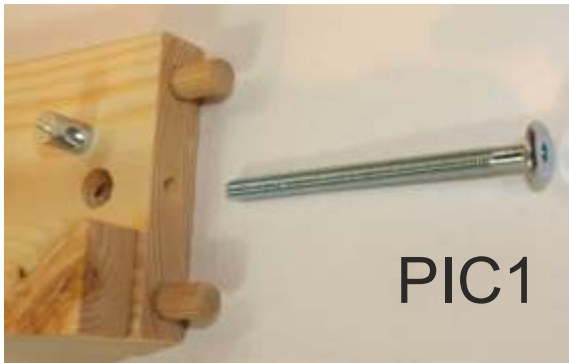
Now connect to the front corner post FR as shown using a dowel and bolt D. The headboard is now complete.





## Attach the Side rails to the assembled headboards

Firstly ensure you have cleaned out the barrel nut holes at each end of the side rail, remove any sawdust etc. With the help of a second person stand both the headboards up. The white **CHALK MARKINGS MUST** be facing inwards, now use bolts B & C attach **THE BACK** siderail to the headboard. At this stage **DO NOT OVER TIGHTEN**, leave loose to allow you to attach the guard rails.



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

Top Guard Rail, part 2 - Marked RED  
Bottom Guard Rail, part 3 - Marked WHITE  
( White part has mattress height label, this **MUST** be facing inside the bunk bed, the label not to be removed)

Please note the mattress safety notice **MUST** be facing inside the bunk. Once the guard rails have been attached now tighten the side rail fixings.



Once the back guard rails and side rails have been installed we need to attach the front side rails.





## Now we are to attach the front guard rails and part 11A



First decide what side you want the ladder, left or right. If you want the ladder to the left hand side measure 40cm from the left corner post and mark a line in pencil on the side rail.

If you want on the right measure from the right post.



Now find part 11A, you will note this has no pilot holes. Line the part 11A to the mark made on the side rail, the 40cm is the minimum gap so line up furthest away from your mark.

Using two long black screws drill through the inside of the side rail in to Part 11A. No pilot holes are provided given the screws are self threading and will give purchase to the fixing.



Now Part 11A is in place find the two front guard rails. Red is located at the top, white at the bottom. Now attach to the corner post, level, then again screw in from the inside using the long black screw.

## Now we need to build the ladder and attach

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 all the ladder steps have been attached hook over the side rail and attach using a small screw. Again the hook is designed to be tight to prevent the ladder from wobbling, you may need to knock down using a hammer.



## 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

# 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 base slat screw (E) provided. These cover both the two guard rails and secure onto the side rail.

## Attaching The Centre Rails

### Top SINGLE BUNK BED - One 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). **The Centre Rail must be flush underneath the base slats**



### Bottom BUNK BEDS - One Centre Rails

The bottom centre rail is slightly shorter than the centre rail for the top bunk bed. **Again the centre rails must be flush with the bottom of the base slats**



The centre leg is located under the centre rail, in the centre. Simply measure to the centre of the bed and locate under the centre rail. Using two black screws attach from the side. (These are self threading screws so no pilot holes required)

It is IMPORTANT that this is positioned correctly and remains in place while the bed is being used. This part is manufactured using recycled timber as the component is out of sight.



Now we need to attach the side rail support legs.

Measure a half way point on the side rail. Place the support leg under the side rail from the outside. Using two black screws attach from the inside of the side rail. Note there is no access hole as the screws are self threading





## 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.

## IMPORTANT TIP.

The instruction above has told you to attach one side first, then **PUSH THE OPPOSITE** siderail flush to the base slat. If you do not follow this instruction the base slats **WILL NOT BE FLUSH** and you will think they are too short and try to order parts.

## Push Siderail until flush

**WRONG**

Section : Added safety

**RIGHT**

### 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.

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