



Office of Residence Life



New Loft Construction Guidelines

Homemade or commercial lofts will **NOT** be allowed in the Carmel, Ernsthausen, Heritage 2E and 3E wings and selected rooms in Kohler Hall.

All College property used in construction of the loft, including springs, mattresses, etc. **must remain in the room at all times**

<http://www.bw.edu>

Baldwin-Wallace College

Office of Residence Life Loft Inspection Request

Date: _____

I (we) _____ in Room _____

Hall _____ request inspection of the loft construction in my
(Our) room.

I (we) have read Residence Life Loft Construction Guidelines and have followed all directions. My (our) loft construction:

- _____ Is placed across a wall that does not obstruct a window or door.
- _____ Is free standing (not attached to walls, floor, and ceiling or resting on any permanently installed furniture in the room).
- _____ Does not restrict use of doorways and windows.
- _____ Is not enclosed.
- _____ Places the top of the mattress 30 inches or more from the ceiling.
- _____ Removal of all debris from building.
- _____ All College furniture must be used for construction and must stay in the room.

I (we) assume responsibility for any damage to the room or the premises and for any injury to occupants of the room or guests during and/or after completion of the work, as a direct result of the loft construction and/or use.

I (we) attest that all above items are true and correct.

Signed: _____

Date: _____

Signed: _____

Date: _____

Signed: _____

Date: _____

Signed: _____

Date: _____

Hall Director

Date: _____

Inspection Date: _____

Academic Year

Fall Semester

2 nd Monday, September	All loft construction must be complete.
3 rd Friday, September	Initial loft inspections complete.
4 th Friday, September	Final loft inspections complete or within seven (7) days of original inspection.
Saturday, Graduation	Loft of graduating seniors, and non-returning students must have University furniture returned to there original position by this date.

Spring Semester

4 th Monday, January	All loft construction must be complete.
1 st Monday, February	Initial loft inspections complete.
2 nd Monday, February	Final loft inspections complete or within seven (7) days of original inspection.
Before Quiet Hours begin	All personally built lofts must be disassembled. Exception: Approved loft vendors will remove their lofts after the halls close.

Office of Residence Life

Loft Construction Guidelines

The following guidelines provide the criteria and procedure for construction of lofts by students in student rooms in campus residence units. All construction of lofts by students in residence units must be performed in accordance with these guidelines. The College is not responsible for injuries to the occupants of the room or their guests during and/or after completion of the work, as a direct result of the construction and/or use of the loft. The students and/or agents are specifically responsible to insure that lofts are safely constructed and maintained. The students and/or their agents are specifically responsible for any damage of College property or injuries to any person as a result of the installation, use or removal of a loft or any room construction. A staff member will normally inspect lofts each year.

Construction Guidelines

1. Residents of the room are responsible for any damage to College property caused by the construction, installation, use or removal of a loft.
2. Lofts must not rest on any College furniture.
3. The top surface of the loft (including the mattress) is to be a minimum of thirty inches (30") from the ceiling. Must not interfere with smoke detector and/or sprinkler head (minimum of 6 inches) from these items.
4. Loft must not obstruct the window and the windows must be operable and usable. Lofts cannot be parallel, or adjacent to large picture windows. Lofts that are parallel to other windows must be a minimum of 24 inches from the window.
5. A loft/bunk must not cover or restrict access to the heater or the vent. Electrical sockets must be readily accessible. If the room has an access door (e.g. to a pipe space), the access door must remain easily accessible at all times.
6. No loft shall obstruct the doors at any time. The doors must be operable at all times and must be usable as a means of exit or entry to the room.
7. All lofts must be free standing and be able to be disassembled. Nuts and bolts must be used, rather than nails. Construction lumber must be of sturdy proportions.
8. There should not be any wobble in the loft. The design is the students' choice; however, the amount of wobble will depend on the design chosen. "wedging" to the wall can eliminate wobble. Wedges cannot be in so tight as to crush wall plaster. Rubber cushion wedges are recommended.
9. All College property used in construction of the loft, including wedge-locks, springs, mattresses, etc. **must remain in the room at all times.** *****
10. Loft structures may not be enclosed. Therefore, materials such as wallboard, fishnet, drapes, any fabric, paneling, plywood, etc. may not be used to enclose a loft.

11. It is recommended that materials used in the construction of lofts be sealed with a fire resistant stain or varnish.
12. Lumber used in the construction of lofts should not exceed the following dimensions; corner posts (4"x4"), all other lumber used in framing (2"x6").
13. A loft Registration form must be completed and recommend, with a sketch of the loft, to the Hall Director prior to loft construction.
14. All lofts must be removed from the residence hall at the end of spring semester, prior to exam week, unless it is leased through an approved commercial vendor.
15. Lofts must be pre-approved by everyone in the room whenever a change in occupancy occurs. If a new roommate does not feel comfortable with a preexisting loft, arrangements must be made to provide a regular College bed.
16. Loft-type beds are provided in **Carmel, Ernsthausen, Heritage 2E and 3E wings and selected rooms in Kohler Hall**. At the end of the academic year it is the responsibility of room residents to return beds to the original room set-up by college personnel.
17. A loft design sketch must accompany the loft approval form.

Building Codes

The following building codes are respective sections of the codes are applicable to loft construction by students in student rooms. The construction must comply with all the Ohio Basic Building Code, the Life Safety Code and the local fire department regulations.

Standard Loft Type

The platform construction design is considered standard **AND THE ONLY TYPE ACCEPTABLE** provided it is constructed on accordance with these guidelines.

Penalties

The following penalties will be imposed for unauthorized student room loft configurations:

1. Residents of a room in which unauthorized loft construction occurs must immediately remove the loft from the room.
2. A loft construction, upon inspection, found to be in noncompliance with these guidelines is subject to immediate removal of the loft from the room.
3. No additions or alterations to the loft construction are permitted after the final inspection by building, by hall staff.

4. Repair costs for damages to walls; ceiling, carpets, furnishings or replacement cost of furniture resulting from loft construction will be billed to the room residents.
5. The College reserves the right to remove from a student room, at any time, loft construction deemed unsafe, construction that has not been authorized, or to perform emergency maintenance. The student will be charged for removal costs.

Loft Construction Procedures

Loft construction in a student room must comply with the following procedures:

1. A **Loft Building Request Form** and a loft design sketch must be completed and filed with the Hall Director, prior to building the loft. Permits are available from a Residence Hall staff member during check-in and during the academic year.
2. Construction must be completed during the first fourteen (14) days of the semester.
3. Residence Life Staff Member will inspect all loft construction. If the loft does not meet the minimum standards, the resident will have seven (7) days to bring the loft into compliance. If the loft does not meet requirements the second time, the loft must be removed within seven (7) days.
4. All materials used in the loft construction must be dismantled and removed from the room and the building at such time that the occupants vacate the room. All original furnishings must be restored to the original condition and position to avoid unnecessary charges.
5. No additions or alterations to the loft construction are permitted after the final inspection.

Warning: Falling from a loft can result in serious injury. Please use caution.

*** There are commercial companies not affiliated with the College that provide rental lofts for student use. The College cannot accept responsibility or liability for these rental companies. ***

General Information

1. Room sizes vary from hall to hall and within the buildings.
2. Mattresses provided are 36 inches wide and 6 inches thick. (Length varies)
3. Registration forms are only good for one academic year.
4. **At no time is College Furniture allowed to leave the room/apartment.**
5. If you have questions about loft construction, please contact (rgagnow@bw.edu).