

GUIDELINES FOR SINGLE BED-END REQUESTS

Your request for one pair of single-bed ends from the Housekeeping Supervisor in your area will enable you to make two single beds from the existing bunk beds in your room. One end is used to make one bed a single. The following guidelines must be followed:

1. Use one single bed-end with one of the tall ends from the bunk bed to support one set of springs and one mattress.
2. The second mattress and springs must be mounted to the other tall end along with the remaining single end.
3. No cinder blocks or other support devices can be used.
4. It is the responsibility of the occupants of the room to re-establish the bunk beds to the original state and return the single ends to your area housekeeping supervisor's office before the end of the academic year, or when the student moves from the room, whichever comes first.
5. If the above guidelines are not followed, the occupants are subject to damage charges at the conclusion of the contract.
6. Both occupants must sign.

Student Signature _____ Date _____

Student Signature _____ Date _____

Residence Hall _____ Room Number _____ Phone Number _____

Date of Issue: _____ *Housekeeping Supervisor* _____

One end _____ *Two ends* _____

Date of Return: _____ *Housekeeping Supervisor* _____

One end _____ *Two ends* _____