

# The Community Loft

L310 / MODEL 2 STARTER

PRODUCT GUIDE

Model 2 Starter



# *for your safety...*

## **▲ WARNINGS**

**Failure to follow these warnings and the assembly instructions could result in serious injury or death.**

- ▲ This Product Guide contains important information. Please save for future reference. You may want to move your loft or change your loft configuration later on.
- ▲ This product is intended for use by children of immature judgment; therefore supervision is required at all times.
- ▲ This Model 2 loft is appropriate for children 3–7 years old.
- ▲ Children should not be in the room during setup.
- ▲ This loft requires a minimum classroom ceiling height of eight feet (96"). The gap between the ceiling and the top railing must be at least 9".
- ▲ If your room has a sprinkler system for fire protection, you should have your loft placement checked by a local fire inspector.
- ▲ Your loft should be placed where hanging ceilings, ceiling fixtures, windows, or skylights are not accessible to children.
- ▲ Do not attempt to build or take apart your loft by yourself. You need at least two adults working together to do this safely.
- ▲ Use the patterns supplied in this Product Guide. We cannot take responsibility for free-form structures.
- ▲ Railing must be less than 3½" away from the wall of your room, or more than 9". Anything in between is an entrapment hazard.
- ▲ Test the joints for stability before allowing children to play on the structure.
- ▲ Do not provide anything on the top level of your loft which children can use to climb over the sides.
- ▲ Changing a lower level panel or splicing an addition to a standing loft is not recommended as it is not possible to keep the structure stable while lifting weight-bearing rings.
- ▲ Each platform should be held down on at least two sides by panels and/or plugs to prevent the possibility of a child pushing up the floor from below.
- ▲ Each platform section, whether 2' x 2' or 2' x 4', will bear a load of 750 lbs., or the equivalent of one teacher and fourteen average five-year-olds.

## **▲ CAUTION**

- ▲ This product is intended for indoor use only.
- ▲ Build the loft right where you want it. Do not reposition assembled lofts by dragging.



**community playthings®**

The first pages show what each piece looks like, and how many of each come with this kit. Then come the Basic Skills: the real nitty-gritty techniques you need to build your loft. The best part is next: choosing which one of the configurations fits your room and your ideas. Each configuration has four drawings of the loft as it looks while you are building it. You can see which panel goes where from these drawings. You will probably want to flip back and forth from these drawings to the basic skills as you build your loft.

When you are done you might have some parts left over. **Keep them for possible future use.**

We have also included instructions for taking your loft apart and trying a new configuration. Important maintenance and cleaning information is in the back. You'll find you can extend the beauty and life of your loft by following these simple tips. And of course, keep in mind the "**for your safety**" information on the facing page.

If you have any questions, don't hesitate to call Customer Service at 1-800-777-4244. We'll be glad to help you!

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## GETTING STARTED

Lay the pieces of your Model 2 Starter kit on the floor. You will see there are short panels and tall panels. The short ones are for the first and second layers of the loft; the tall ones are for the third layer.

Lay panels of the same size together so you can find them easily. Make sure you have all the parts shown on these pages before beginning to build your loft.

**If any parts are broken or missing, do not try to assemble your loft.** Call Customer Service right away (800-777-4244) and we'll send you replacement parts.



10 Arch Supports



6 Couplings (22")



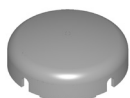
2 Couplings (29")



10 Post Extenders



8 Long Posts



12 Caps



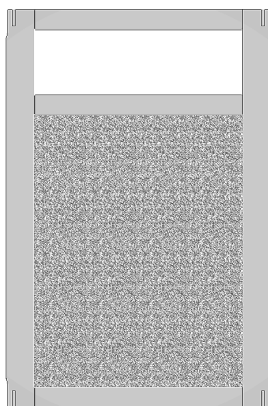
60 Connector Rings



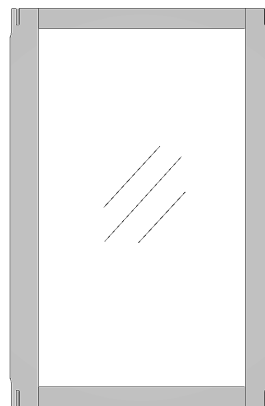
1 Circular Plug



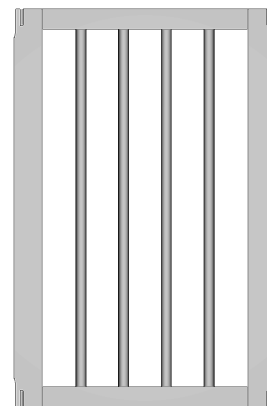
1 Half-Circle Plug



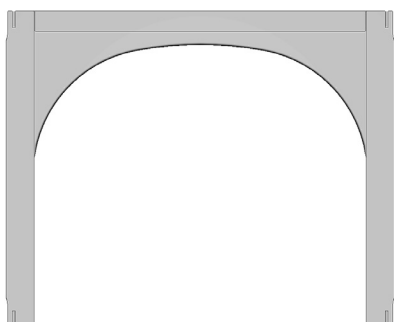
1 Carpet Panel



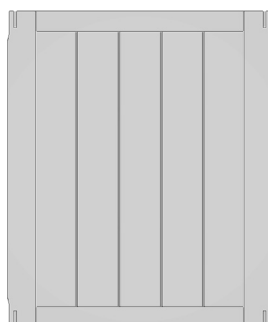
1 Tall Clear Panel



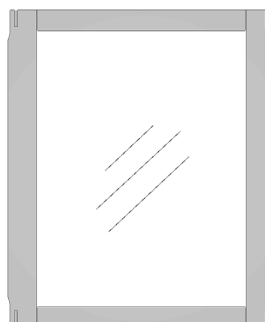
4 Single Dowel Panels



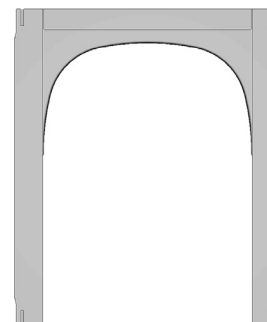
1 Diagonal Arch



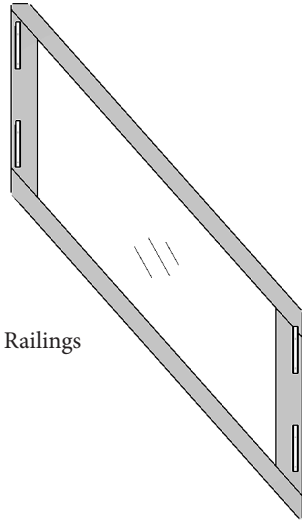
7 Single Solid Panels



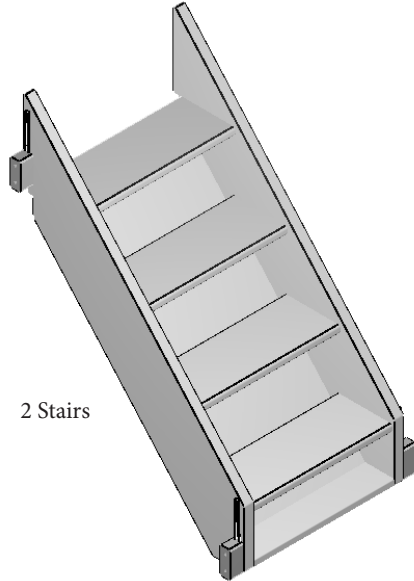
4 Short Clear Panels



7 Single Arches



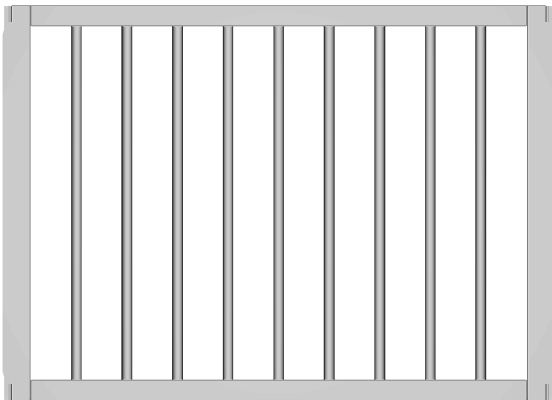
2 pair of Stair Railings



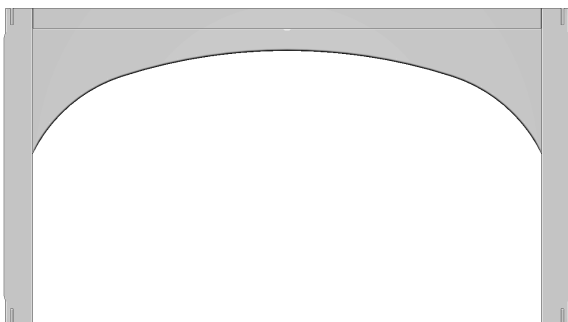
2 Stairs



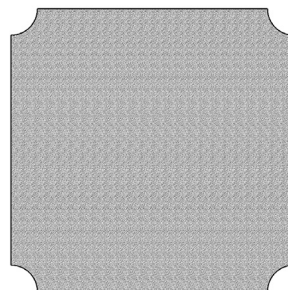
4 Short Posts



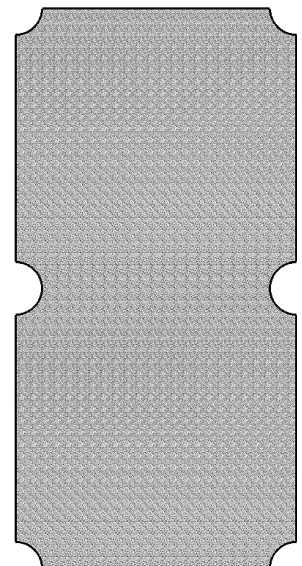
1 Double Dowel Panel



1 Double Arch



2 Single Platforms

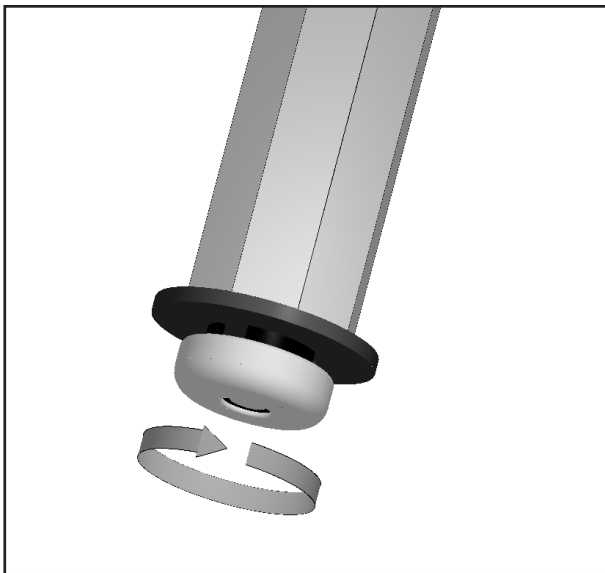


1 Double Platform

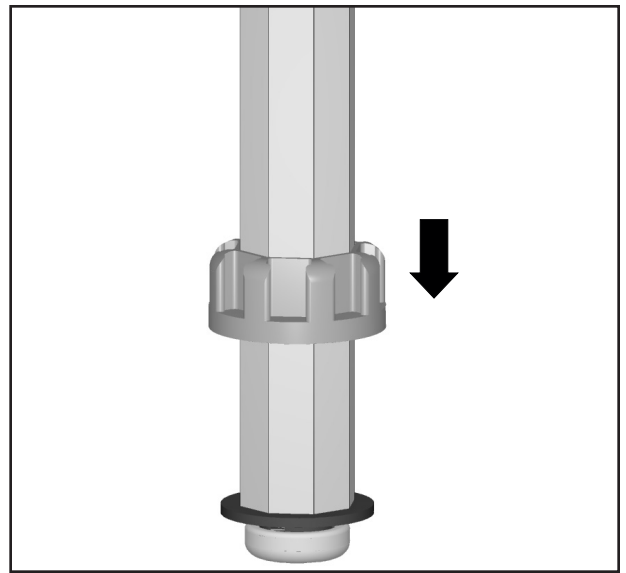
## BASIC SKILLS

We said no-tools assembly and we meant it. But you will need a friend to help you. It takes four hands to build a loft, but no tools at all!

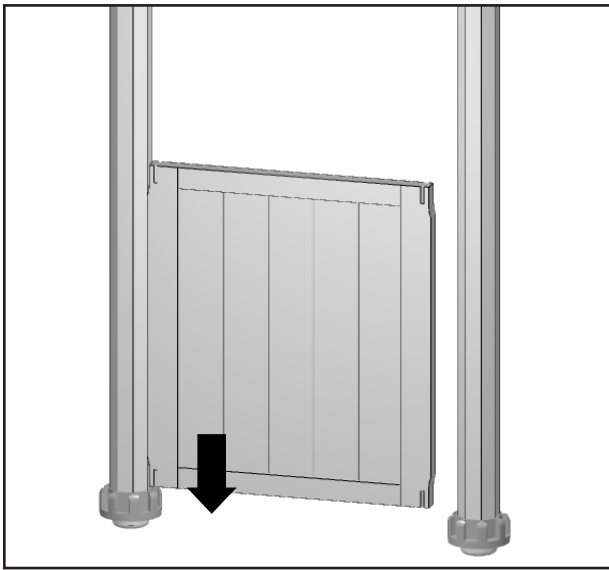
These basic skills are for building any of the loft patterns in this book. After you have read them through, choose the loft you would like to build (see pages 12–13) and follow the pattern provided.



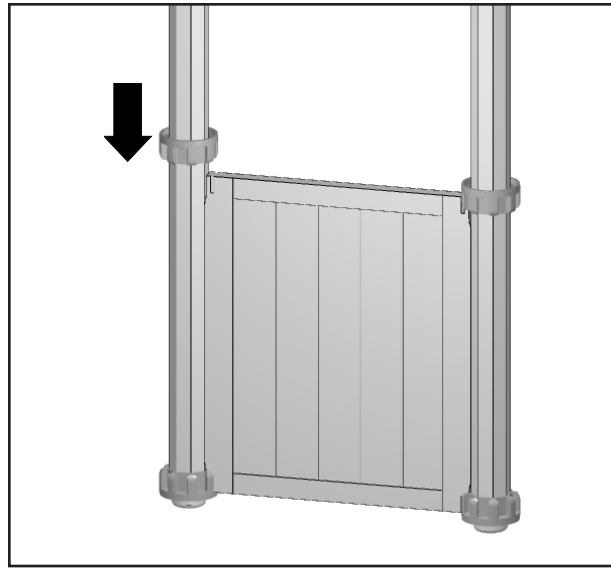
- 1** Screw rubber feet into posts until they are snug.



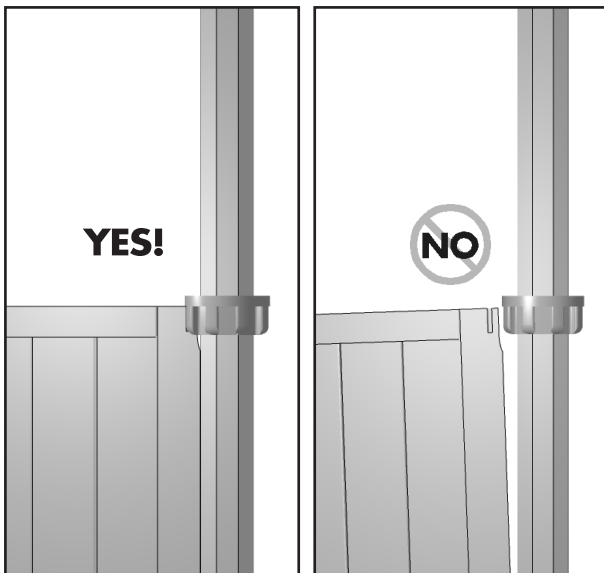
- 2** Slide a connector ring flat side down onto each long post.



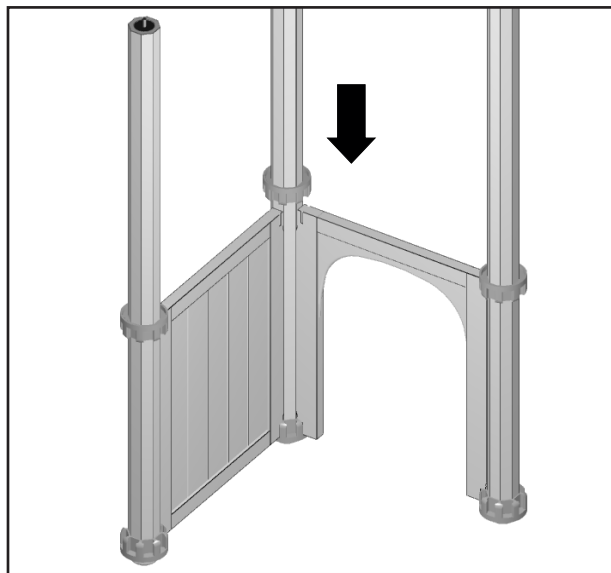
- 3** Stand two long posts and slide a short panel into the connector rings.



- 4** Secure the panel by sliding another connector ring flat side up onto each post.

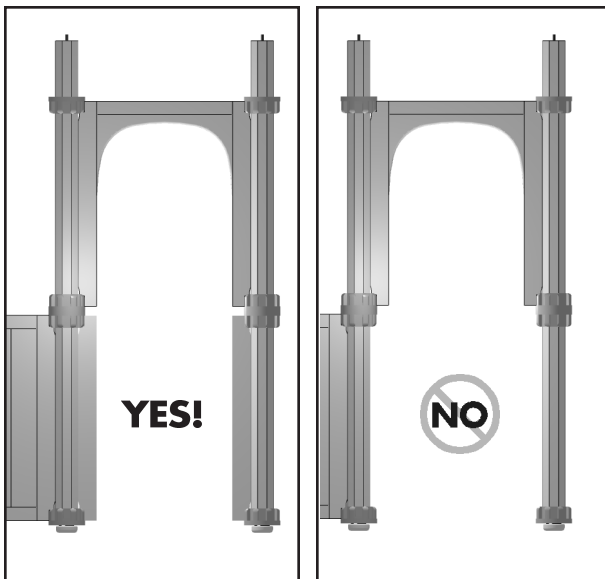


- 5** Check the joints. Every panel should be locked in place by four connector rings. Repeat this step for each panel as you build your loft.

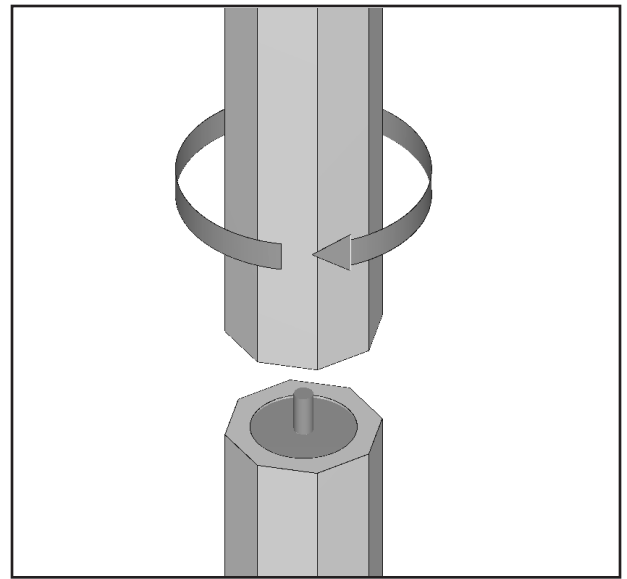


- 6** To add the next panel, lift one of the connector rings and use it to secure the new panel. Assemble your loft by following the pattern you have chosen (see pages 12–13). Go slowly; it is not easy to replace a panel after a layer is placed on top.

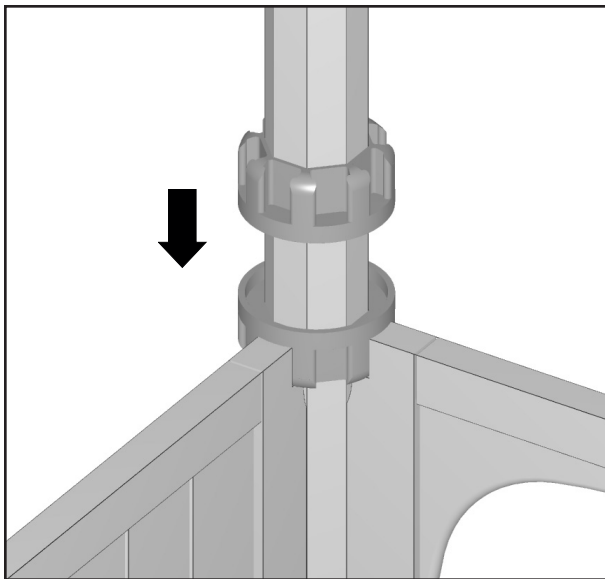




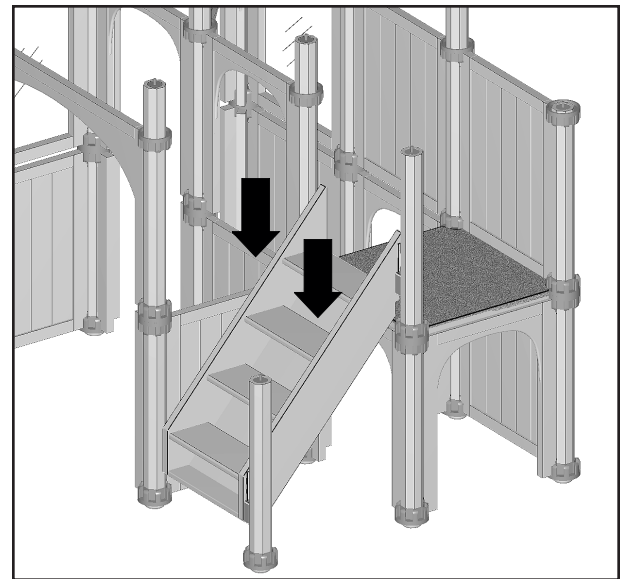
- 7** **▲ Warning:**  
When arches are used on the second level they **MUST** be supported underneath by Arch Supports.



- 8** Screw post extenders on top of the short posts which will support your landing. Do not over-tighten the posts. Align the sides. A slight looseness will not affect the stability of the finished loft.

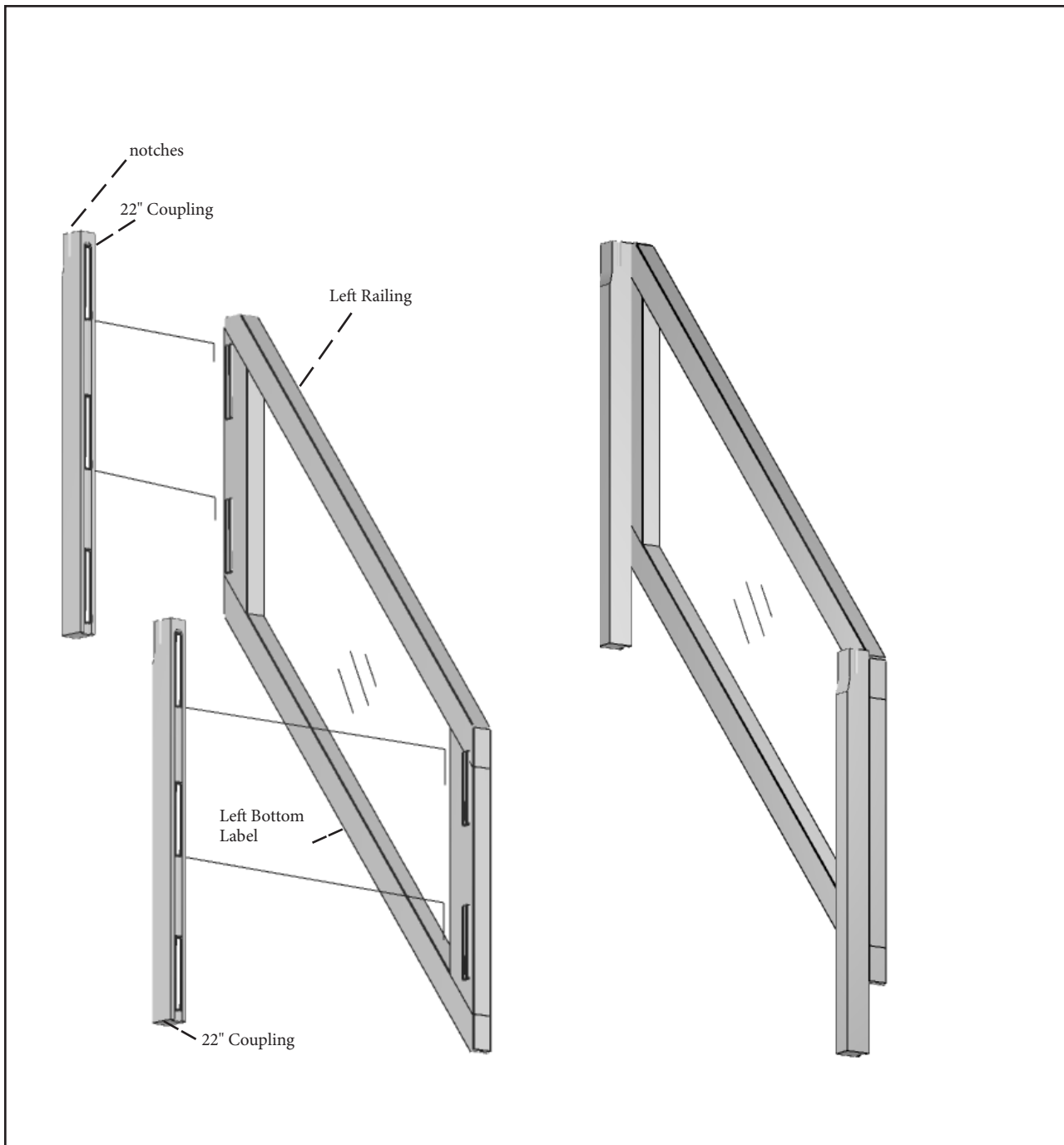


- 9** Slide another connector ring flat side down onto each post.



- 10** Place the landing platform(s) in position, and add stairs. All four corners of the stairs should fit into the connector rings.

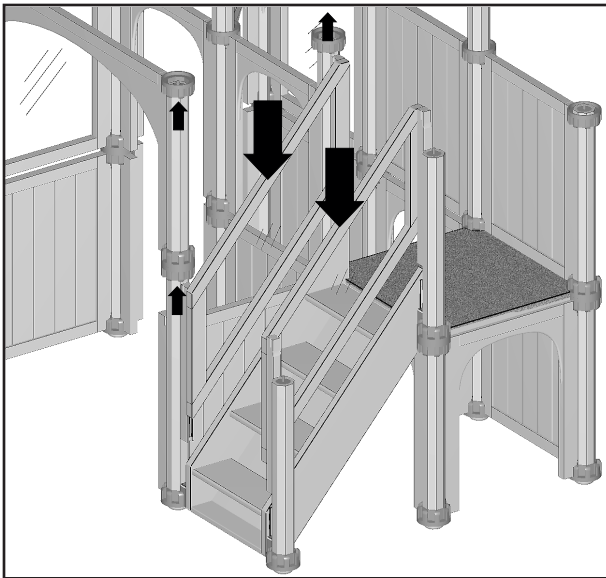




**11** Lay the left stair railing on the floor. (Railings are labeled on their underside.) Affix a 22" coupling (with the shaped end up) to the top end of the railing, by sliding the metal connectors over their mates on the railing.

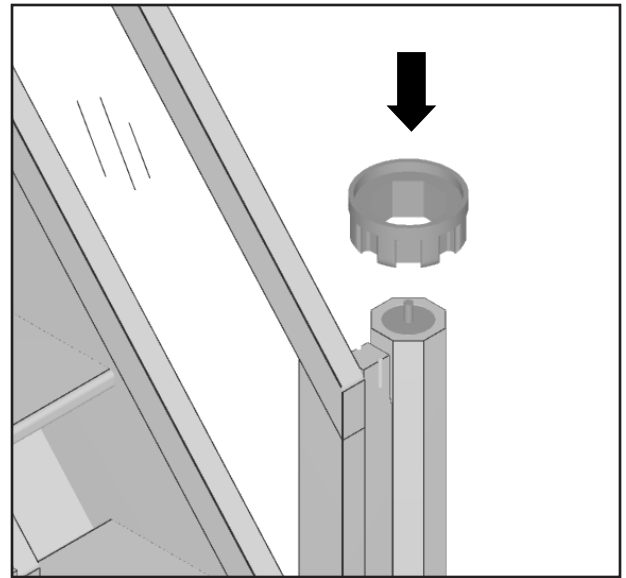
Attach a 22" coupling in the same way to the bottom end of the railing. The sub-assembly should appear as in the figure above.

Repeat this procedure for the right stair railing.



**12** Add the railings. The railings slide into slots on the stairs with the 'bottom' label down.

**Hint:** Hold couplings and press down.



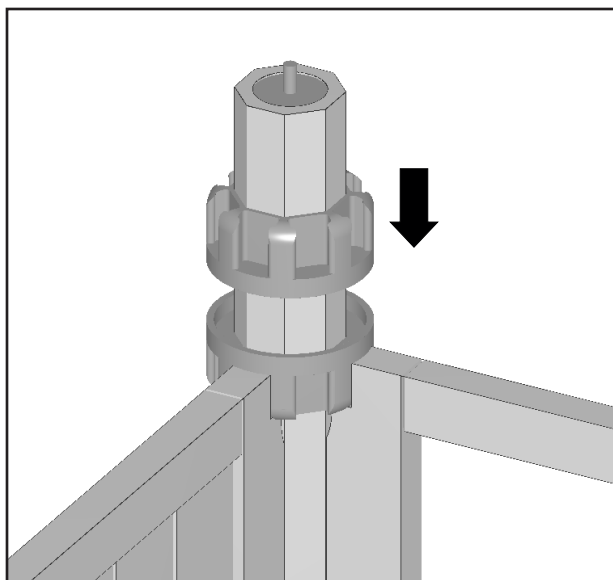
**13** Secure the railings using connector rings. Then, use short panels to complete the second layer. Add more connector rings as you build so each panel is secured by four rings. Be sure to follow the pattern you have chosen.



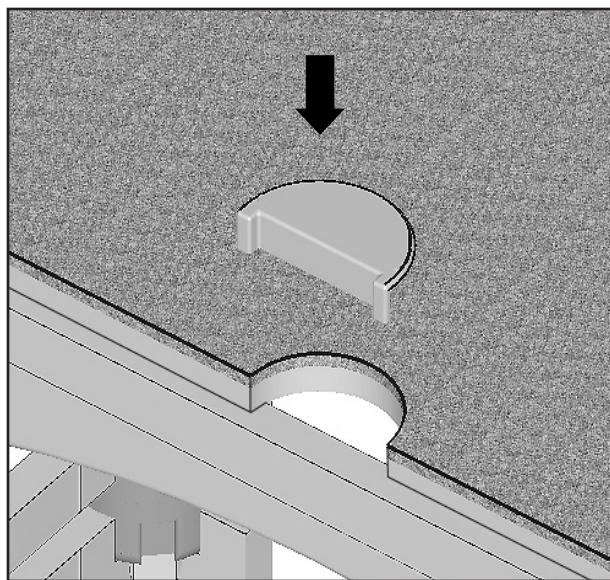
**14** Any stair railing which connects to a tall post at its base must be next to a panel which extends above the railing, and this may **not** be an arch panel. This prevents an entrapment hazard in the angle formed by the railing and the tall post.

**▲ Warning:**

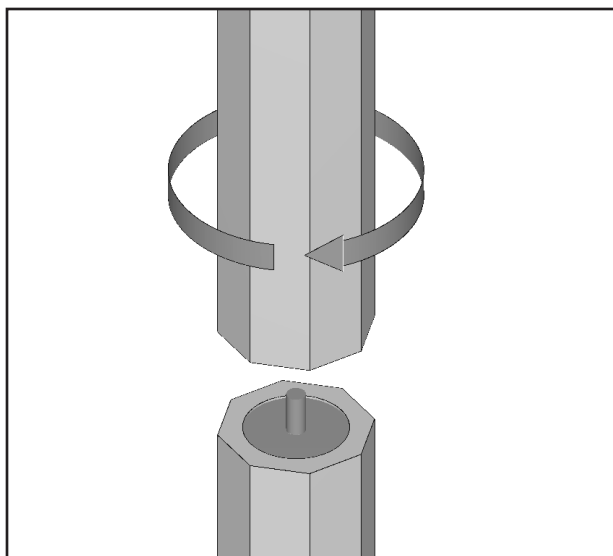
Never use an arch panel next to a stair railing.



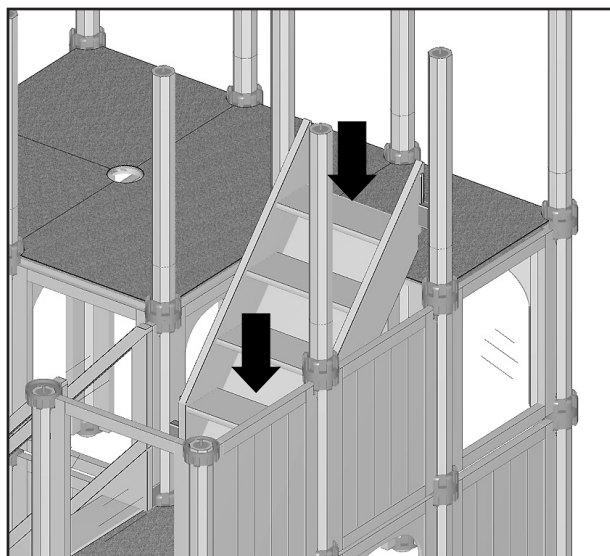
**15** Slide another connector ring flat side down onto each post.



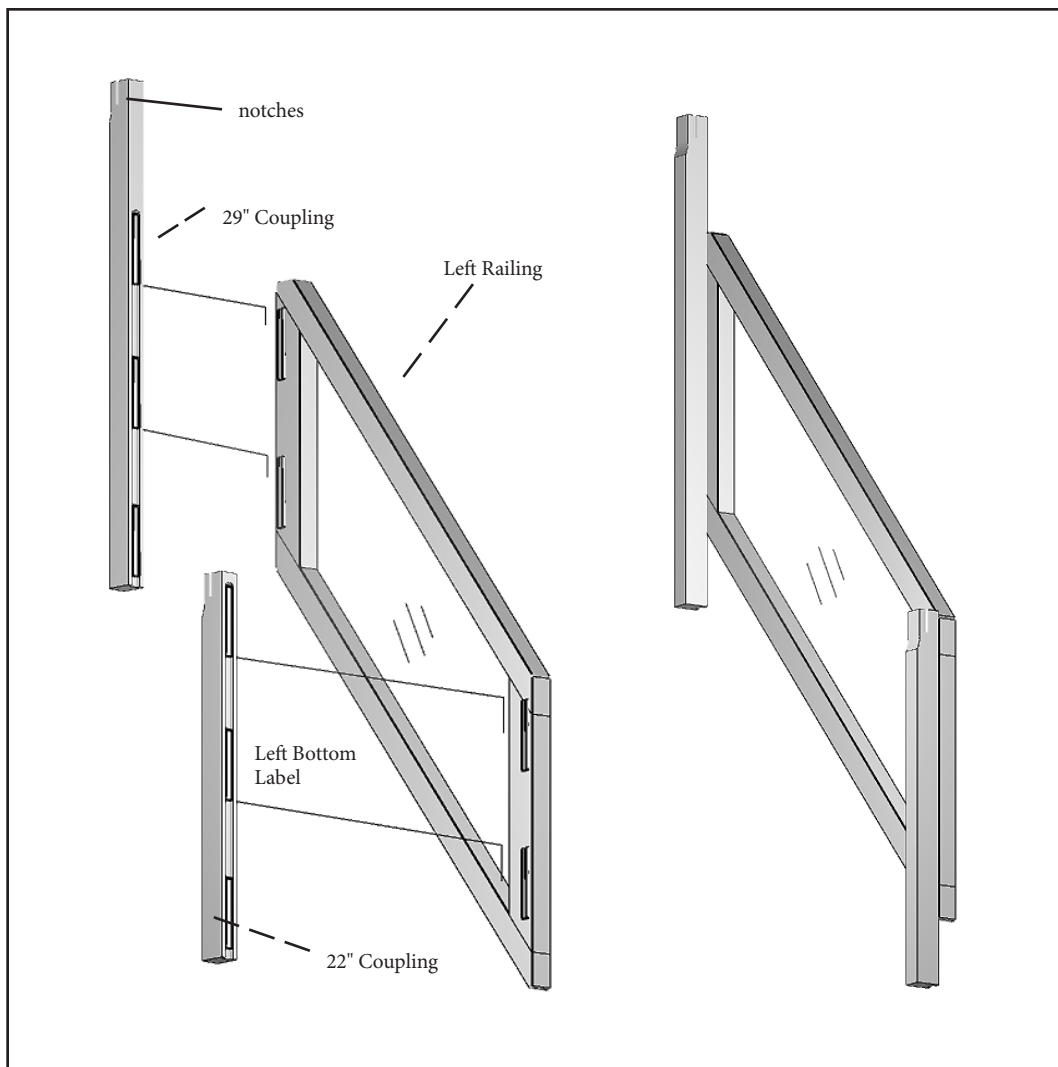
**16** Lay the platforms in place. Any half-circle holes should be filled with the **half-circle** plug at this time.



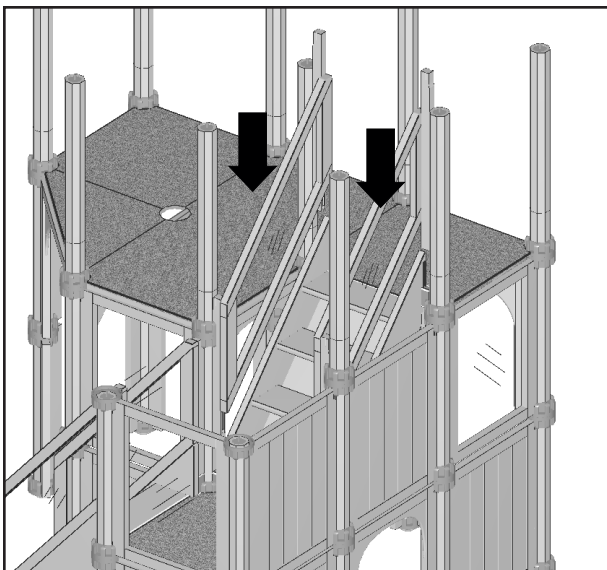
**17** Screw post extenders on top of each post which goes to the third layer. Do not over-tighten the posts. Align the sides. A slight looseness will not affect the stability of the finished loft.



**18** Check all the joints. Then, add the second layer stairs the same way you put in the first layer stairs.

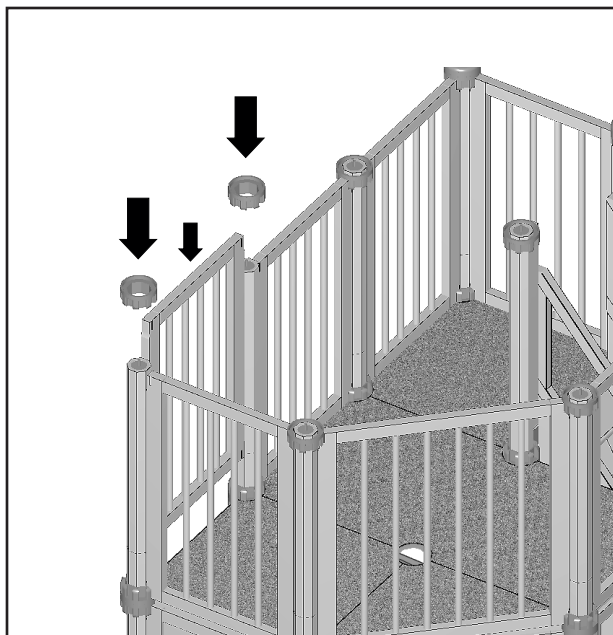


- 19** Follow the same procedure as you did in Step 11 for the lower stairs. However, note that on the lower stairs, the 4 couplings that are used are 22" long. On these upper stairs, the 2 couplings on the top are 29" long and the 2 couplings on the bottom are 22" long. Otherwise, they are assembled in the same way.

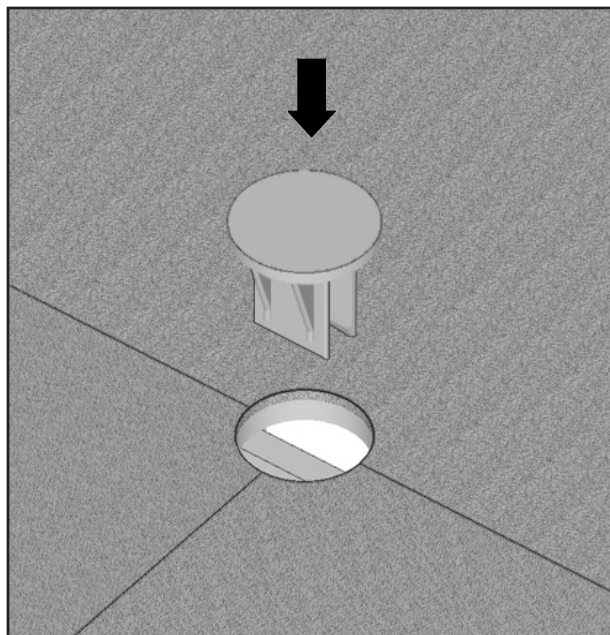


- 20** Add the stair railings. The railings slide into the slots on the stairs with the 'bottom' label down.

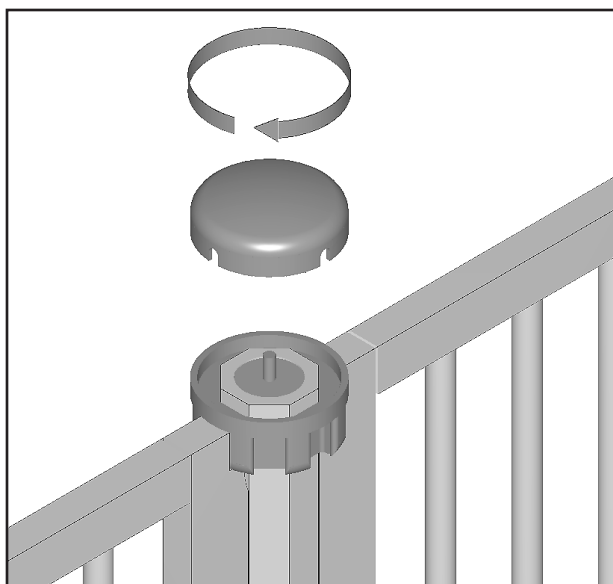
**Hint:** Hold couplings and press down.



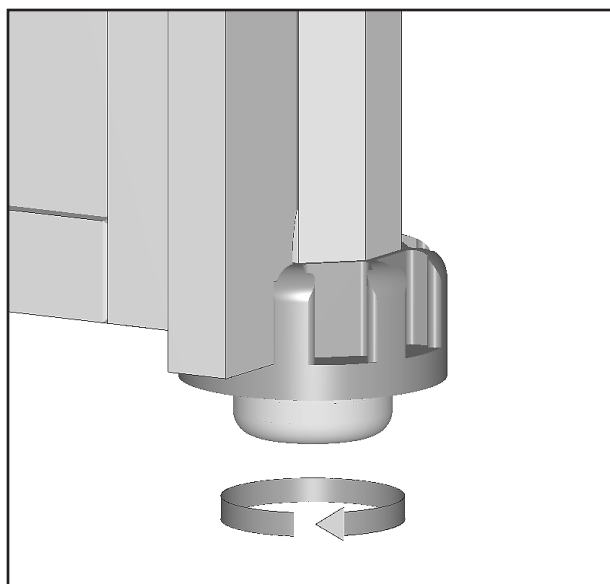
- 21** Use tall panels to create the third layer. Add connector rings as you go so each panel is secured by four rings and will not fall down. You may want to stand on the platform to do this.



- 22** Check all joints. Make sure all panels are where you want them to be. Then fill the hole between platforms using a circular plug. Step on the plug to lock it in place.



- 23** Screw a cap onto each post to lock the construction together. You will hear a clicking sound as you turn the cap; screw it all the way down.



- 24** Check that all post feet are firmly on the floor. If a post needs lengthening, turn the rubber foot clockwise until the post is anchored.



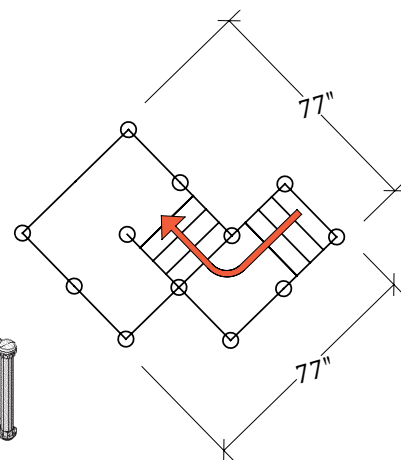
## CHOOSING YOUR CONFIGURATION

Which loft would you like to build? It may depend on where you want your loft to stand. Near windows so the children can look out? Far from the windows so it is cooler in summer? Look for a place where ceiling fixtures will not be within a child's reach, then build the loft right where you want it. Do not reposition assembled lofts by dragging. The pages indicated have step-by-step drawings of the lofts, so look at them to see what the first floor is like.

**Tom's loft** has doors, stairs, and crawl through tunnels on all sides—great for the center of the room, or as a room divider. Placed in the middle of a large space, it will create many child size play areas. Walk around it and you may meet a group of clerks running a department store, a ship sailing in a brisk wind, a troupe of firefighters courageously fighting a blaze, or a quiet little mousy reading a book.



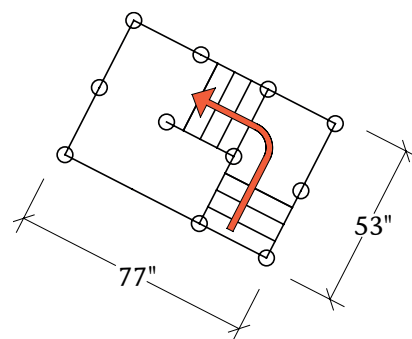
Tom's loft page  
14–17



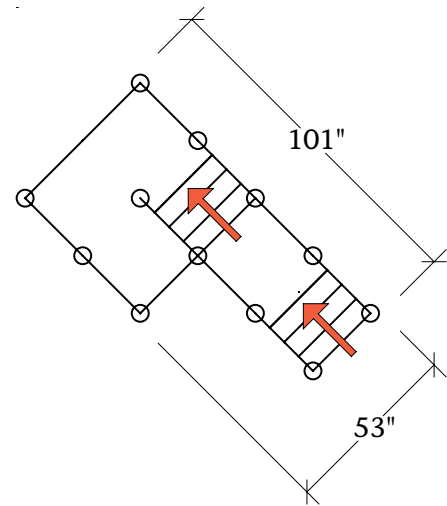
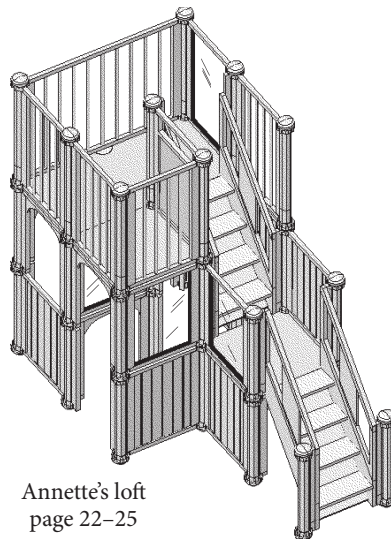
**Maria's loft** is shown in our catalog. Though the design is compact, the front facing arch opens a space for a bunny cage, a dolly corner, or tea for two. The possibilities are as varied as the children themselves.



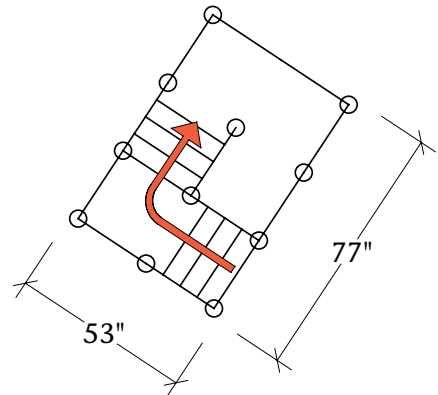
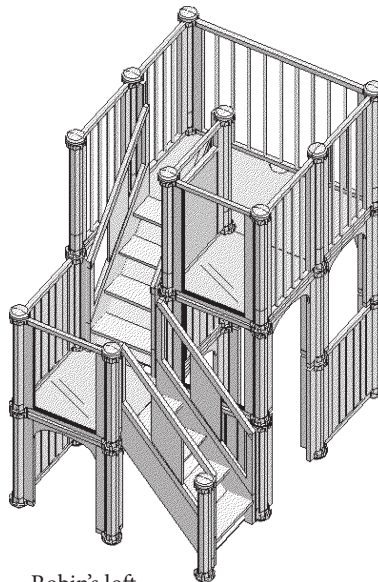
Maria's loft  
page 18–21



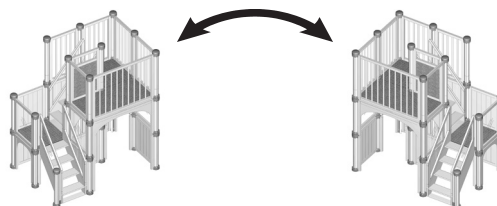
**Annette's loft** has a royal staircase for Cinderella's grand entrance! The double arch below makes the lower level feel big enough for a ballroom while the tunnel under the landing is a nifty place for the fairy godmother to hide. Because the interior has three glass panels, you'll be able to keep an eye on the story whether you are inside looking out, or outside looking in. Glass slipper not included.



**Robin's loft** is a space saving pattern that has plenty of room for impromptu plays and puppet shows. You'll find the clear panels bring sunshine to the interior if placed near classroom windows. Under the landing, however, is a tunnel for a little quiet time out of the crowd. Add some big throw pillows on the top floor and you have a cozy nest that will delight and soothe all your little chicks.



**For more variety...** Try customizing your loft by rearranging the panels. Any panel can be substituted for another panel of the same size, with one exception. An arch panel may not be placed next to a stair (see Step 14, *Basic Skills*). Did you know you can flip a pattern and build it facing the other direction? It's easy if you photocopy the plan on a sheet of transparent overhead material. Turn the transparency over on a piece of white paper to work from.

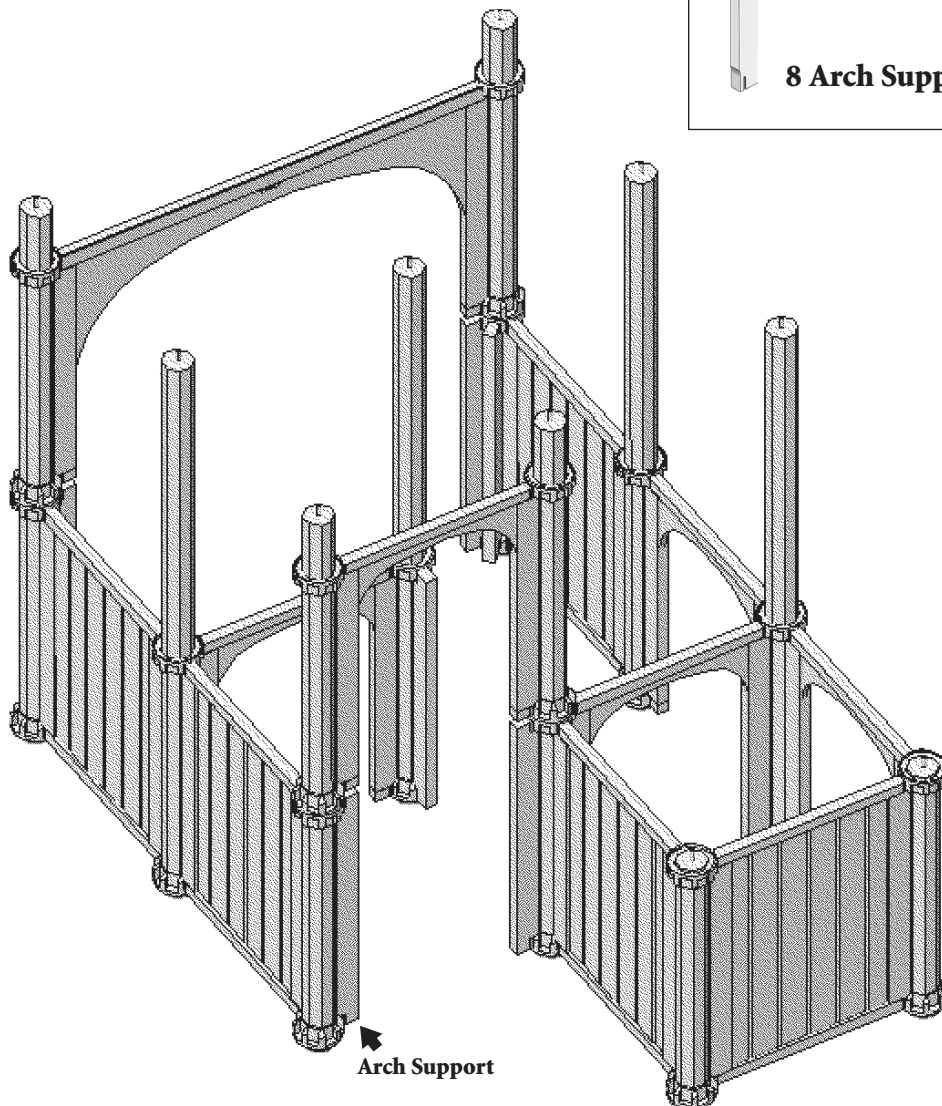
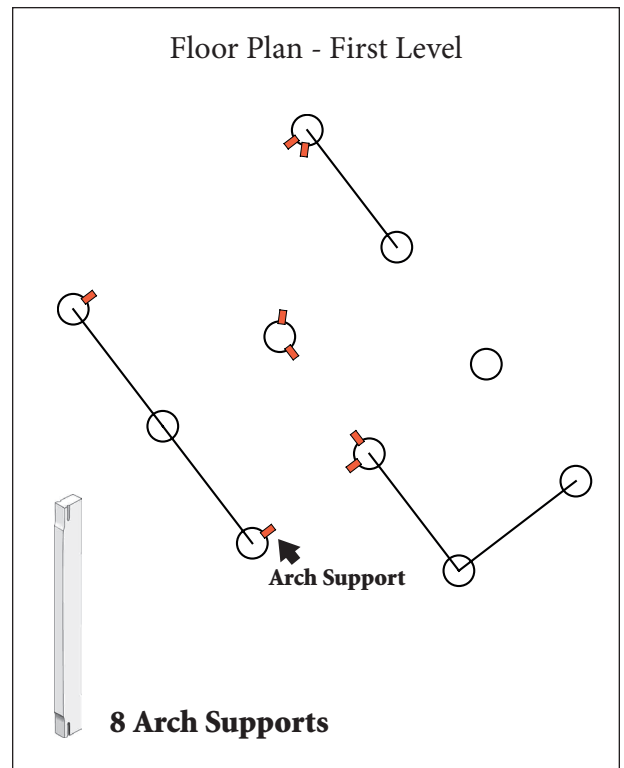




## 1 Tom's loft

### Checklist in order of installation:

- ☐ 8 long and 2 short posts?
- ☐ 8 **arch supports** as shown in Floor Plan?
- ☐ 4 single arches and 5 single solid panels in bottom layer?
- ☐ 1 single and 1 double arch on second level to hold structure together?
- ☐ All panels, arches and **arch supports** held properly with connectors?

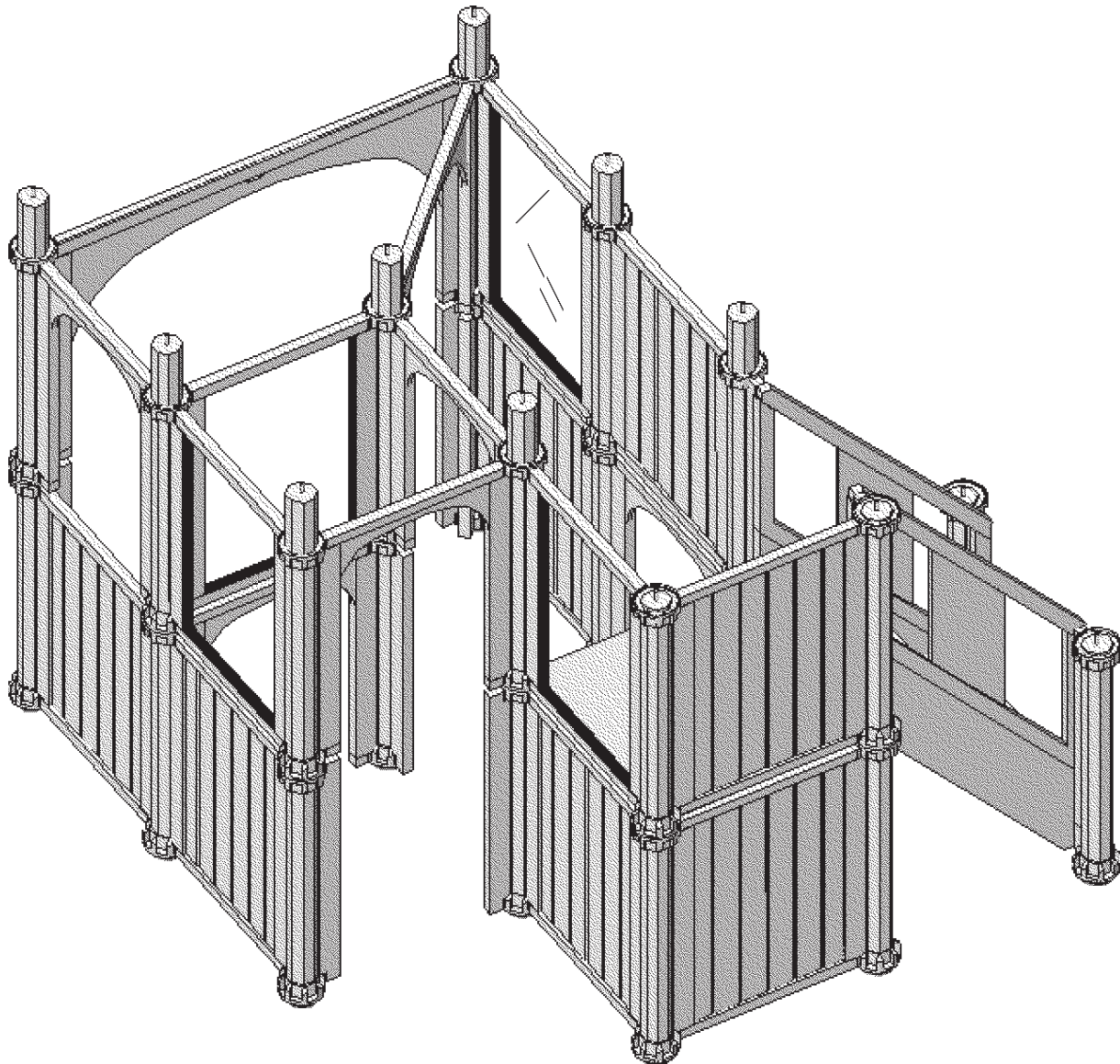


## 2 Tom's loft

### Checklist in order of installation:

- ☐ 1 single platform landing?
- ☐ 2 post extenders on top of 2 short posts?
- ☐ 1 stair, 2 short posts at bottom, and 1 stair, 2 stair railings with 4 short couplings?
- ☐ 4 short clear panels, 2 solid panels, 1 diagonal arch, and 3 single arches to complete the second layer?
- ☐ All panels and couplings held properly by the connectors?

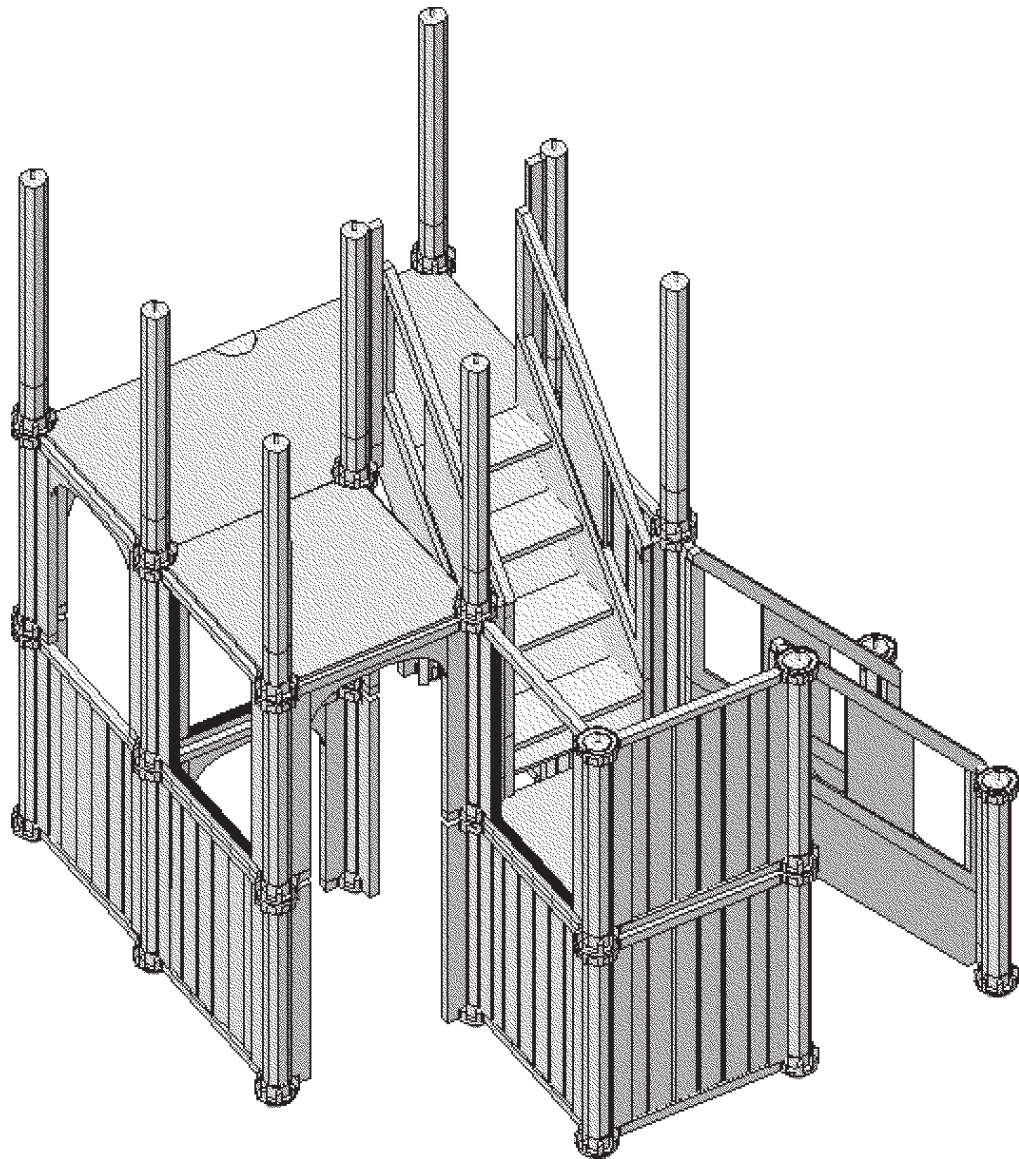
2



### 3 Tom's loft

#### Checklist in order of installation:

- ☐ 1 single and 1 double platform on top with a half-circle plug?
- ☐ 8 post extenders on top of long posts?
- ☐ 1 stair, 2 stair railings with 2 short couplings at bottom and 2 long couplings on top?





## 4 Tom's loft

### Checklist in order of installation:

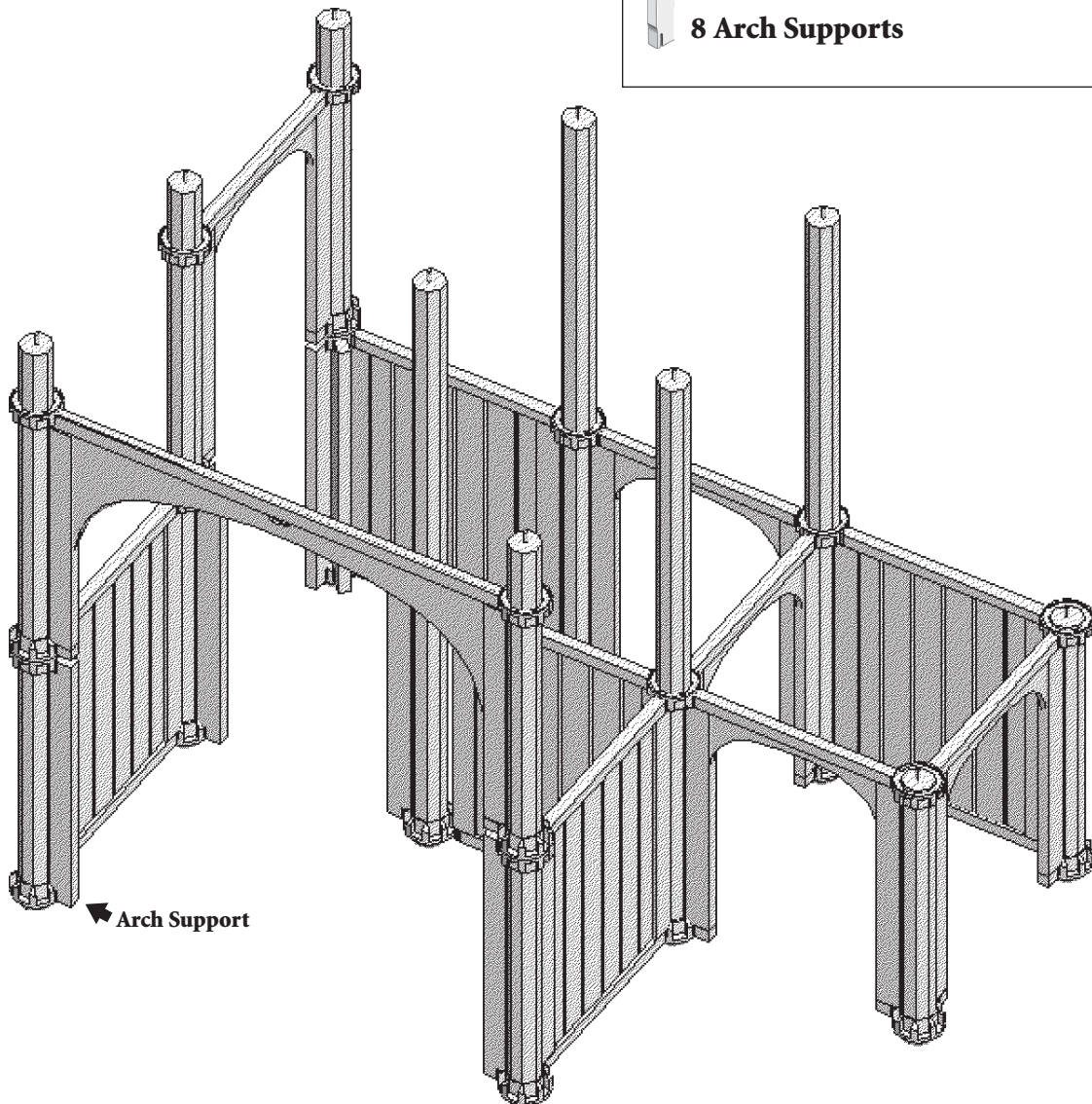
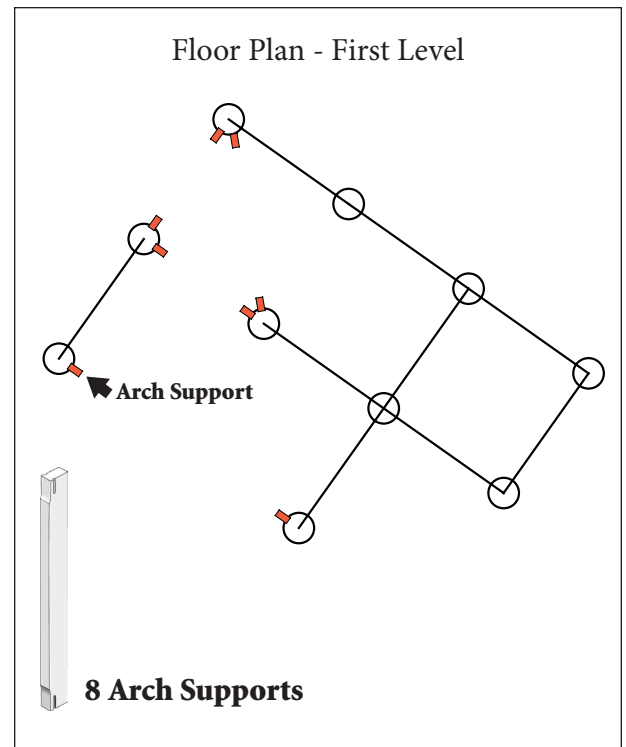
- ☐ 7 upper panels?
- ☐ All panels, stairs, and couplings held properly by the connectors?
- ☐ 12 caps screwed down tight?
- ☐ ⚠ Refer to Safety page.
- ☐ Levelling feet adjusted?



# 1 Maria's loft

## Checklist in order of installation:

- ☐ 8 long and 2 short posts?
- ☐ **8 arch supports** as shown in Floor Plan?
- ☐ 4 single arches and 5 single solid panels in bottom layer?
- ☐ 1 single and 1 double arch on second level to hold structure together?
- ☐ All panels, arches and **arch supports** held properly with connector rings?



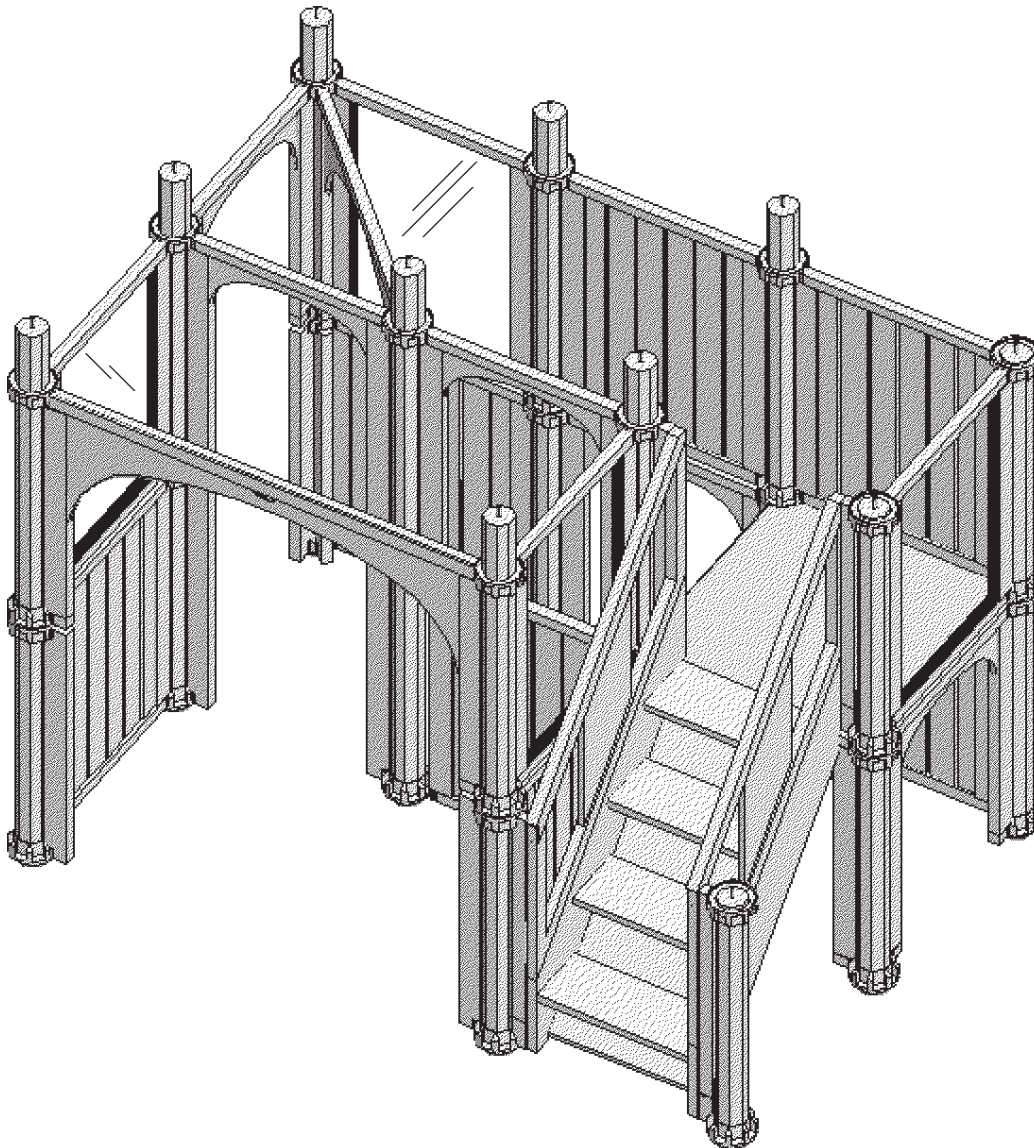


## 2 Maria's loft

### Checklist in order of installation:

- ☐ 1 single platform landing?
- ☐ 2 post extenders on top of 2 short posts?
- ☐ Stair with 1 short post at bottom, 2 stair railings with 4 short couplings?
- ☐ 4 short clear panels, 2 solid panels, 1 diagonal arch, and 3 single arches to complete the second layer?
- ☐ All panels and couplings held properly by the connectors?

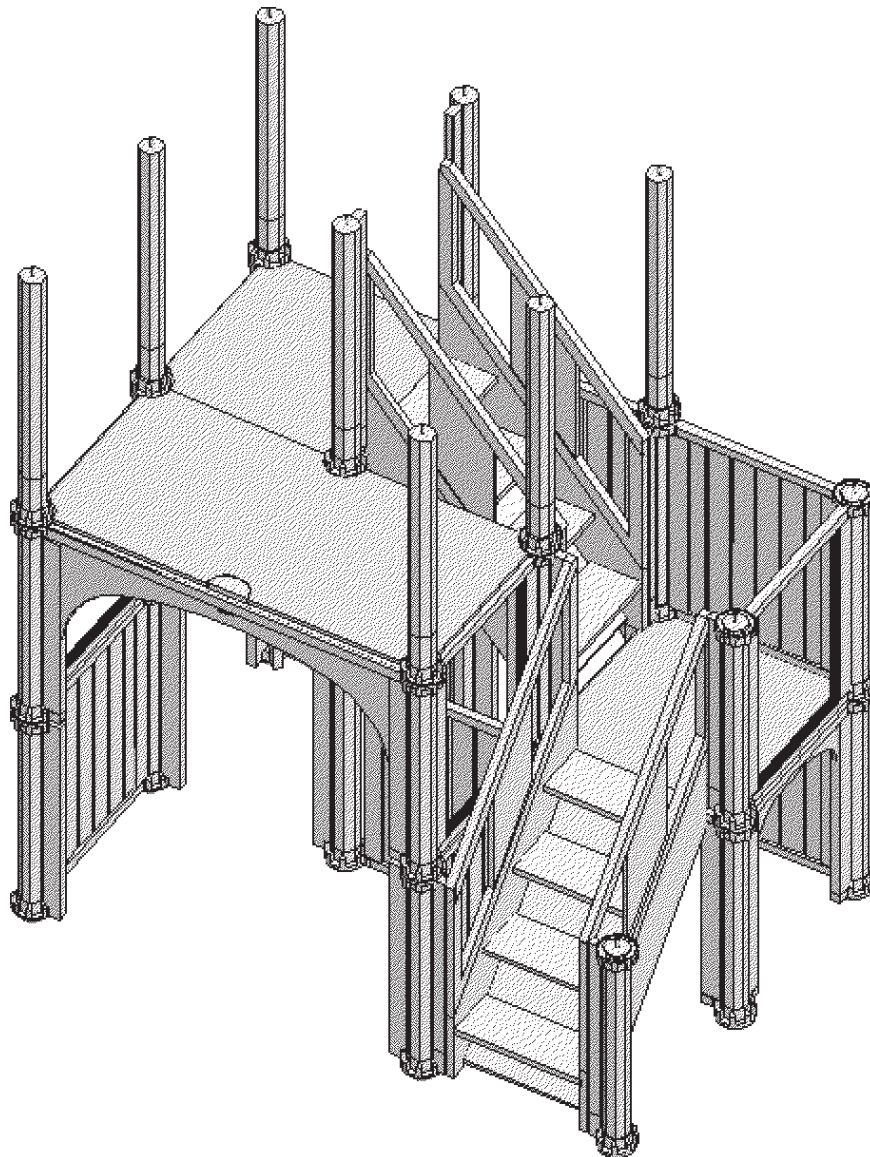
2



### 3 Maria's loft

#### Checklist in order of installation:

- ☐ 1 single and 1 double platform on top with a half-circle plug?
- ☐ 8 post extenders on top of long posts?
- ☐ 1 stair, 2 stair railings with 2 short couplings at bottom and 2 long couplings at top?

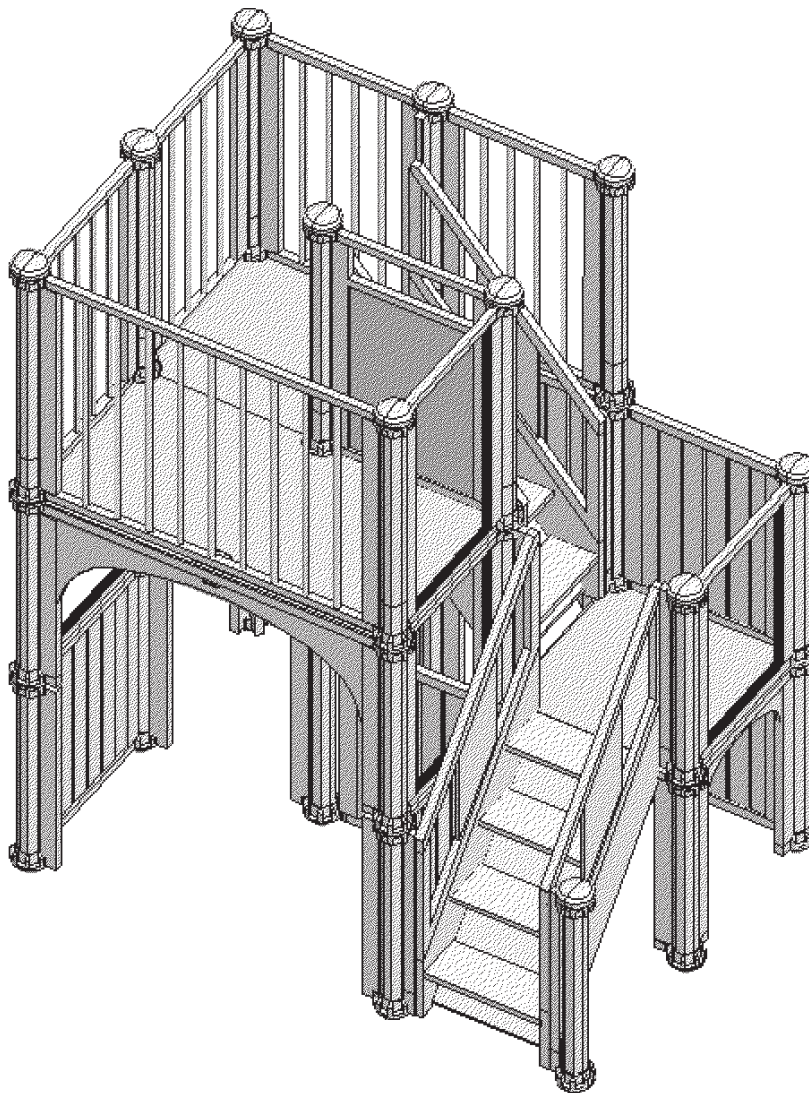




## 4 Maria's loft

### Checklist in order of installation:

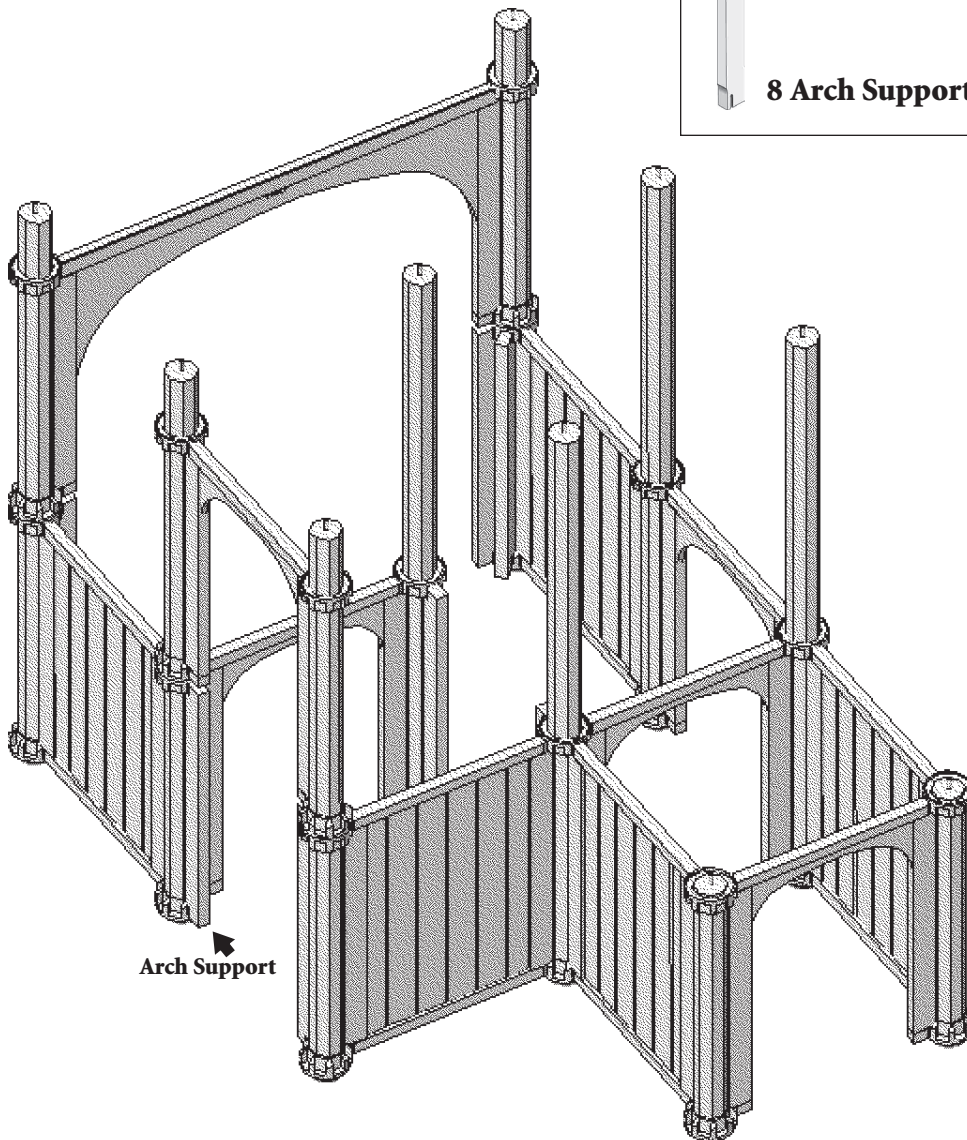
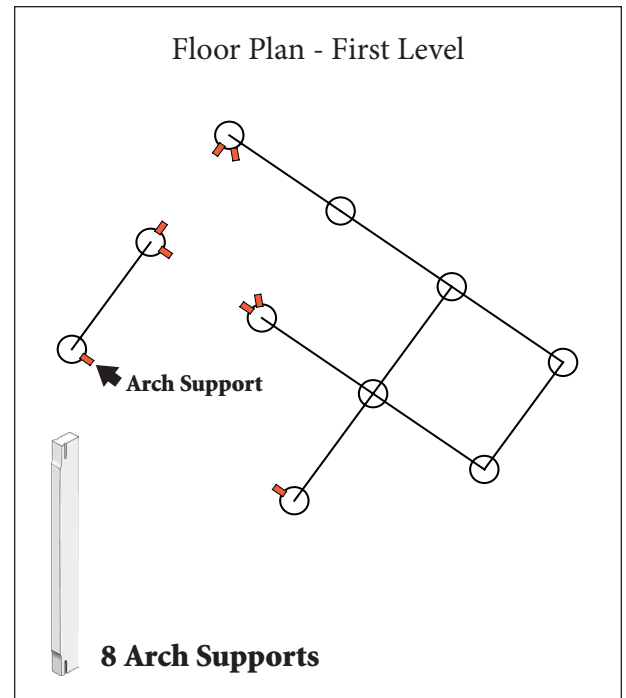
- ☐ 7 upper panels?
- ☐ All panels and couplings held properly by the connectors?
- ☐ 11 caps screwed down tight?
- ☐ ▲ Refer to Safety page.
- ☐ Levelling feet adjusted?



# 1 Annette's loft

## Checklist in order of installation:

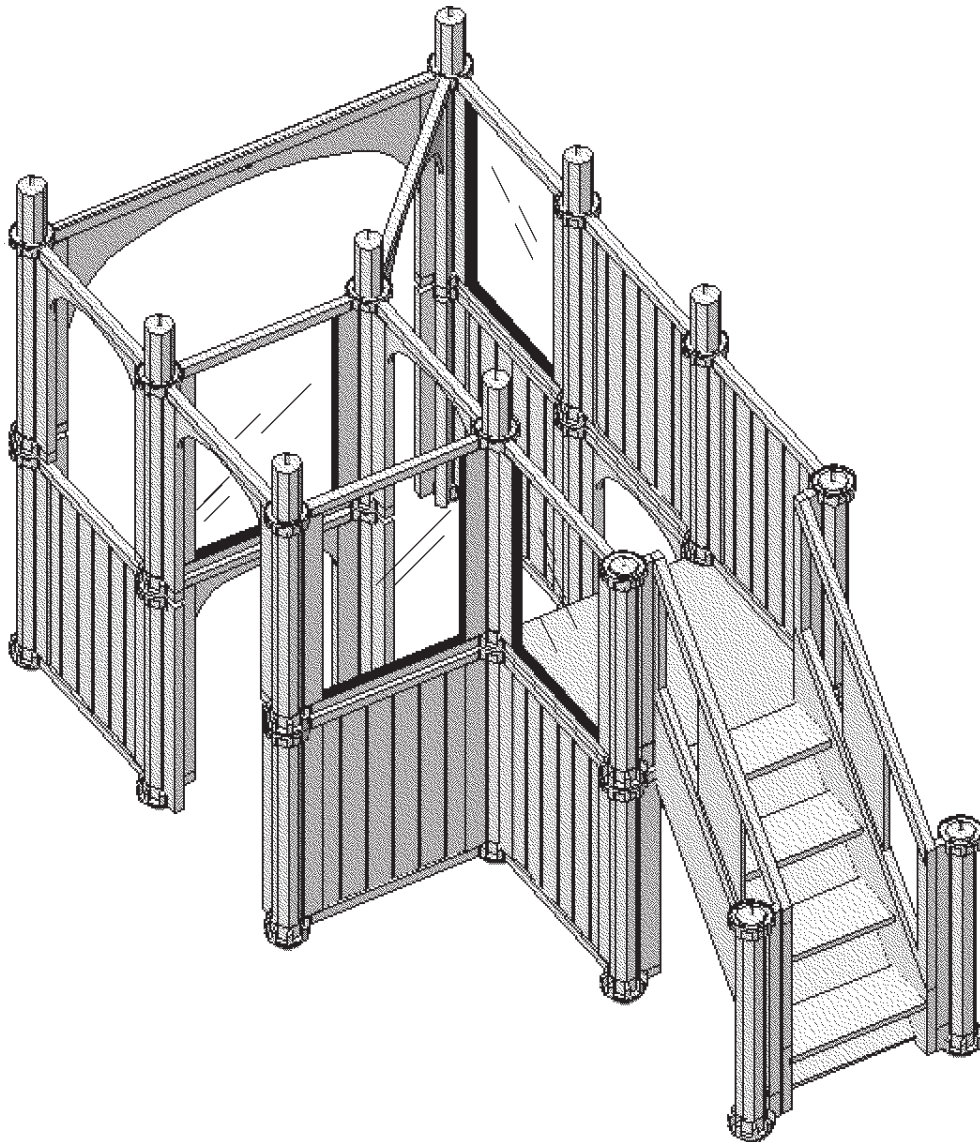
- ☐ 8 long and 2 short posts?
- ☐ 4 single arches and 5 single solid panels in bottom layer?
- ☐ **8 arch supports** as shown in Floor Plan?
- ☐ 1 single and 1 double arch on second level to hold structure together?
- ☐ All panels, arches and **arch supports** held properly with connectors?



## 2 Annette's loft

### Checklist in order of installation:

- ☐ 1 single platform landing?
- ☐ 2 post extenders on top of 2 short posts?
- ☐ Stair with 2 short posts at bottom, 2 railings with 4 short couplings?
- ☐ 4 short clear panels, 2 solid panels, 1 diagonal arch, and 3 single arches to complete the second layer?
- ☐ All panels and couplings held properly by the connectors?

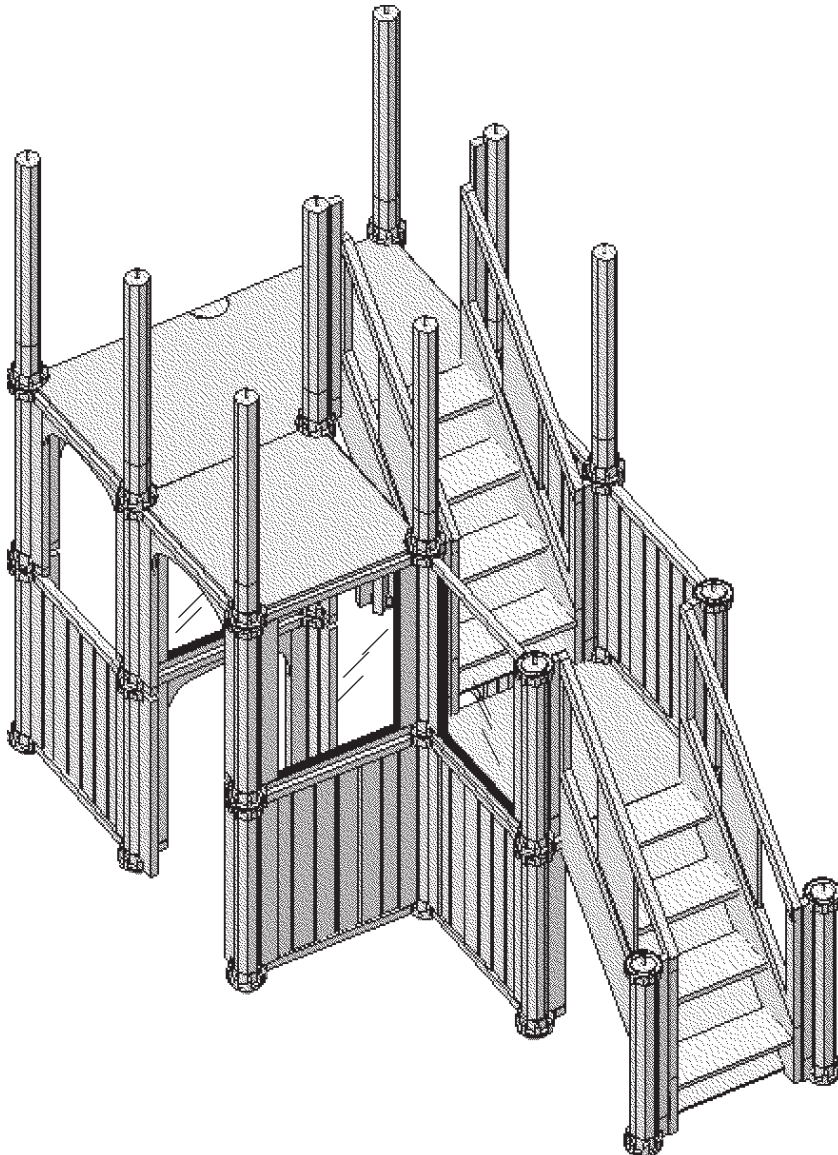




### 3 Annette's loft

#### Checklist in order of installation:

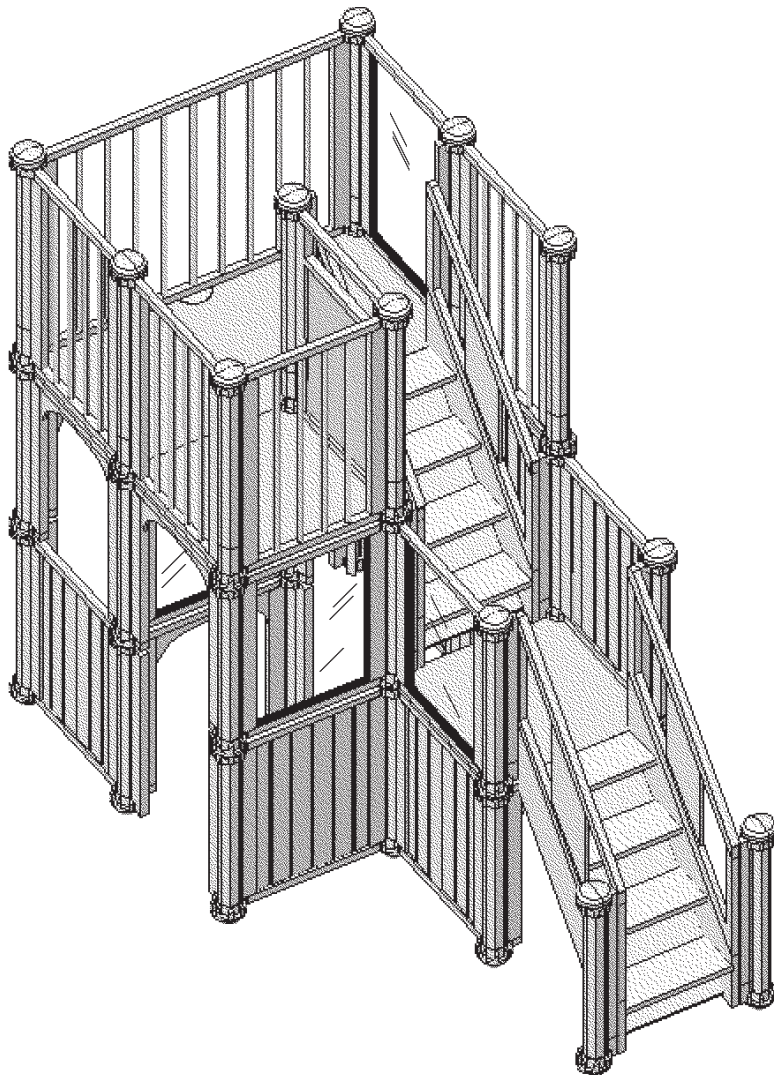
- ☐ 1 single and 1 double platform on top with 1 half-circle plug?
- ☐ 8 post extenders on top of long posts?
- ☐ 1 stair, 2 stair railings with 2 short couplings at bottom and 2 long couplings at top?



## 4 Annette's loft

### Checklist in order of installation:

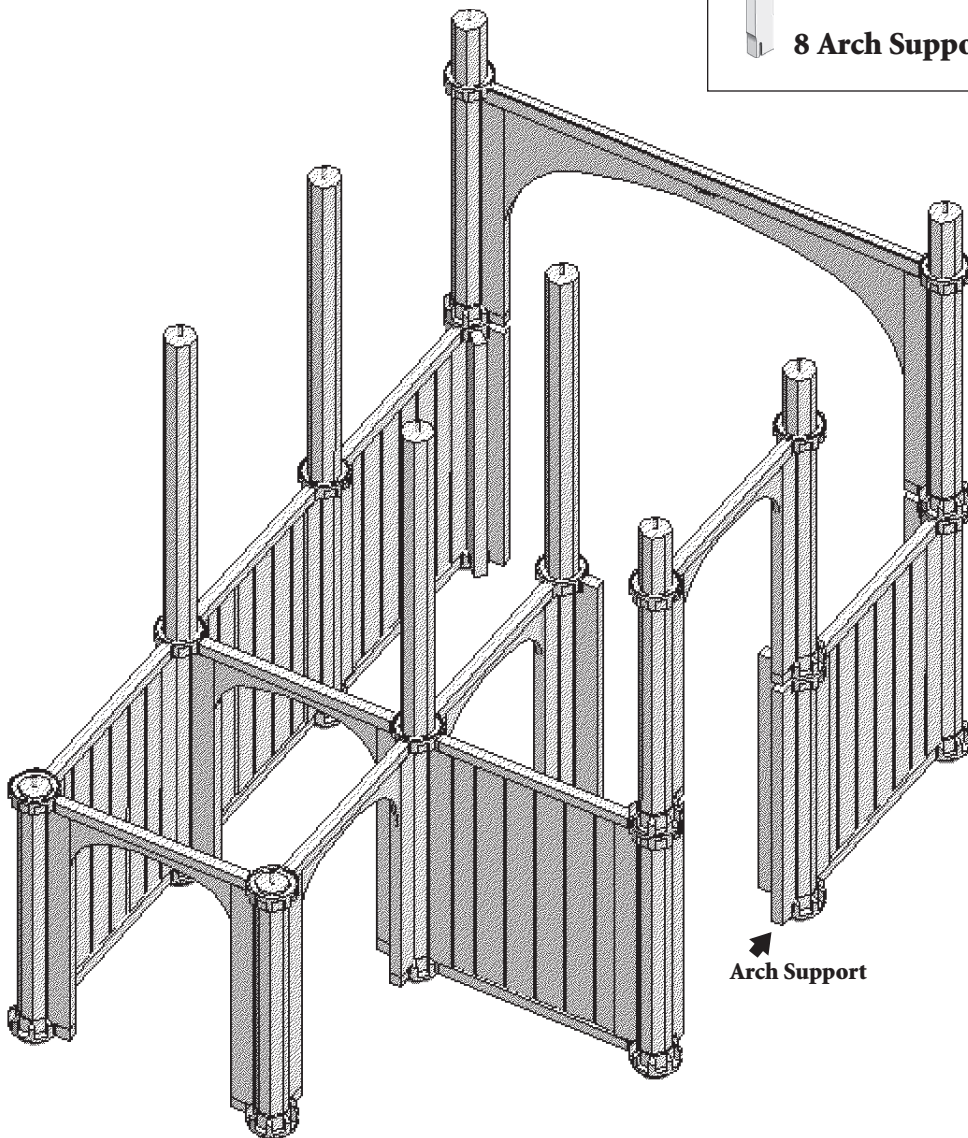
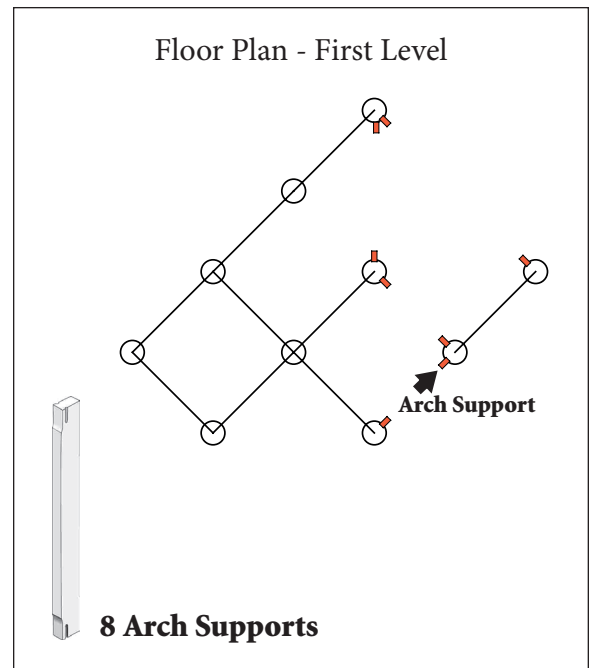
- ☐ 7 upper panels?
- ☐ All panels, couplings held properly by the connectors?
- ☐ 12 caps screwed down tight?
- ☐ ▲ Refer to Safety page.
- ☐ Levelling feet adjusted?



# 1 Robin's loft

## Checklist in order of installation:

- ☐ 8 long and 2 short posts?
- ☐ 8 arch supports as shown in Floor Plan?
- ☐ 4 **single arches** and 5 single solid panels in bottom layer?
- ☐ 1 single and 1 double arch on second level to hold structure together?
- ☐ All panels, arches, and **arch supports** held properly with connectors?

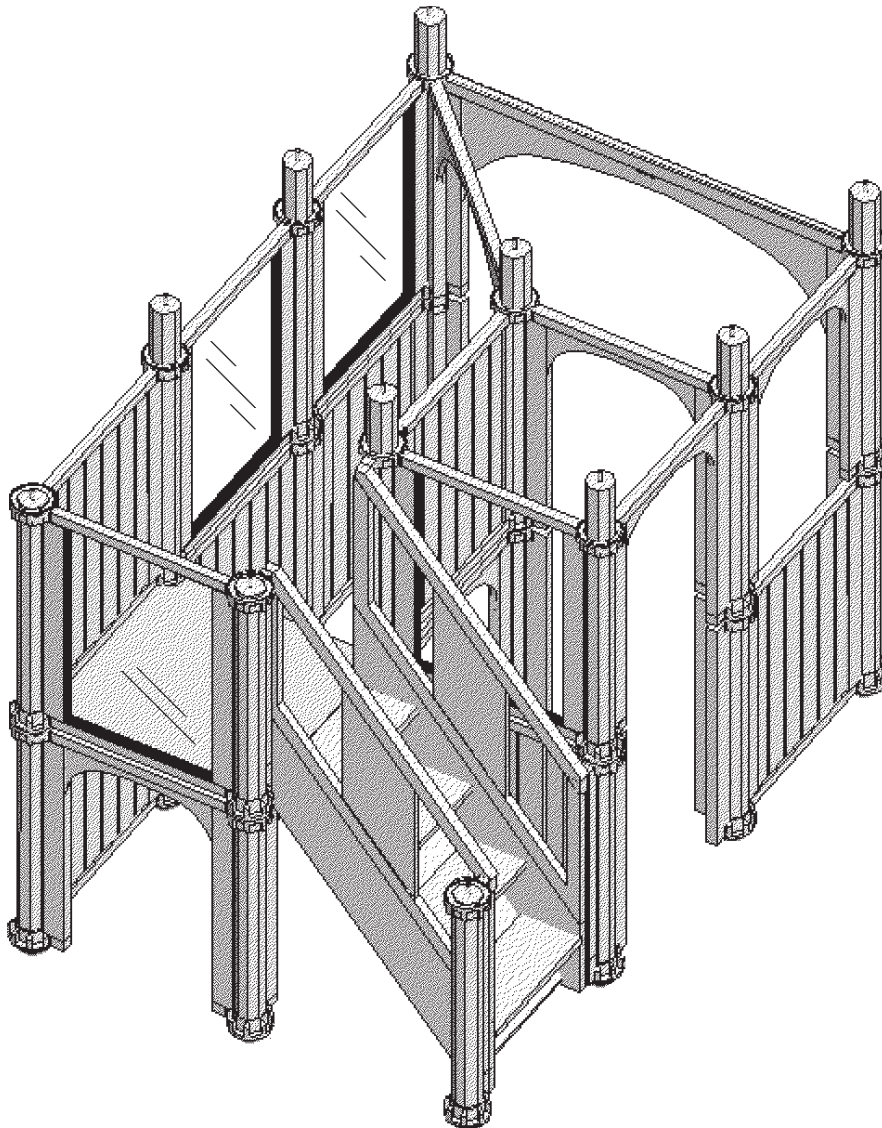




## 2 Robin's loft

### Checklist in order of installation:

- ☐ 1 single platform landing?
- ☐ 2 post extenders on top of 2 short posts?
- ☐ Stair with 1 short post at bottom, 2 stair railings with 4 short couplings?
- ☐ 4 short clear panels, 2 solid panels, 1 diagonal arch, and 3 single arches to complete the second layer?
- ☐ All panels and couplings held properly by the connectors?

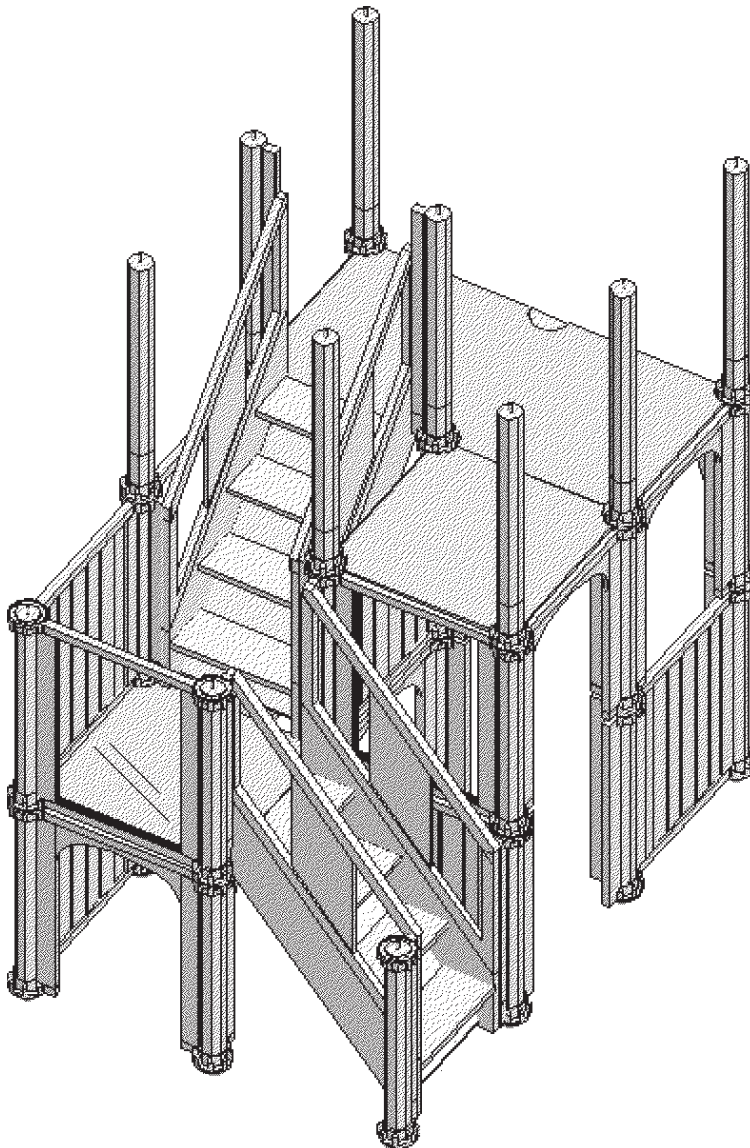




### 3 Robin's loft

#### Checklist in order of installation:

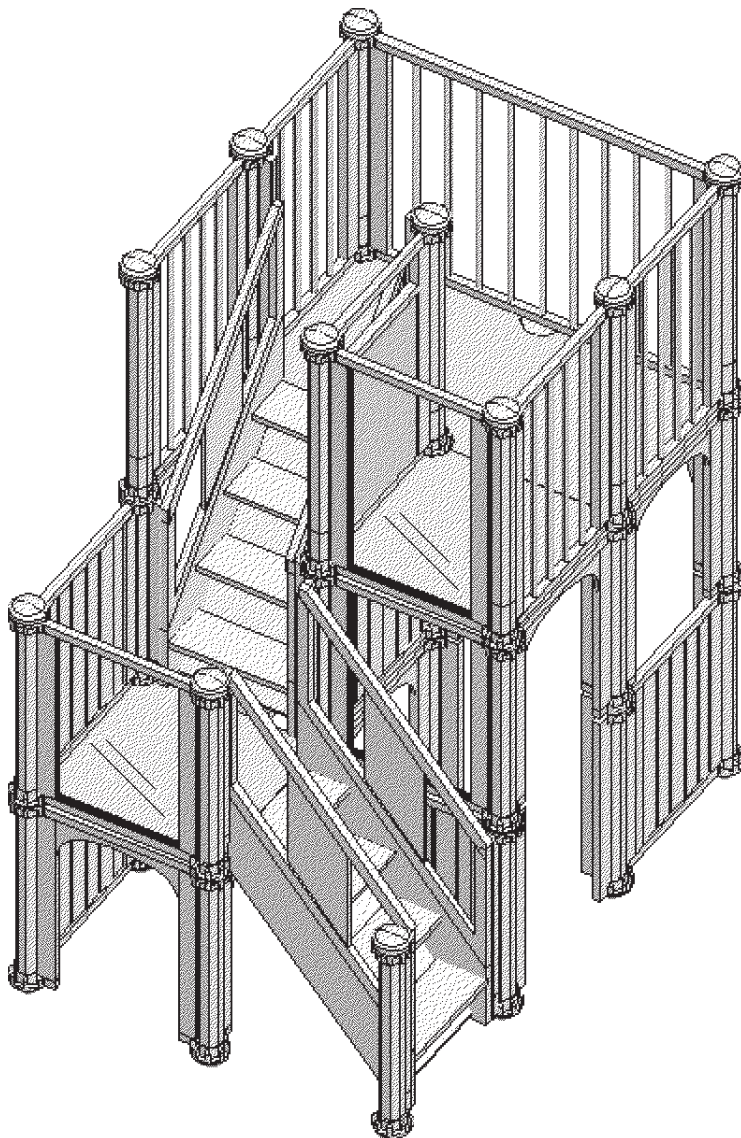
- ☐ 1 single and 1 double platform on top with 1 half-circle plug?
- ☐ 8 post extenders on top of long posts?
- ☐ 1 stair, 2 stair railings with 2 short couplings at bottom and 2 long couplings on top?



## 4 Robin's loft

### Checklist in order of installation:

- ☐ 7 upper panels?
- ☐ All panels and couplings held properly by the connectors?
- ☐ 11 caps screwed down tight?
- ☐ ⚠ Refer to Safety page.
- ☐ Levelling feet adjusted?



## MAINTAINING YOUR LOFT

Periodically inspect for cracks, breaks, loose parts, missing parts, and/or malfunctions. Check caps to be sure they remain tightly screwed down. Remove the product from service when any condition develops which might make operation unsafe.

You can wash the wooden parts of your loft, but remember, wood and water are natural enemies. Don't soak; work fast, use a stiff brush with soap and water (or a detergent, as you would for washing dishes).

When cleaning plastic surfaces, do not use harsh detergents or cleansers. These may scratch or mar the surface. Nontoxic household plastic cleaners should work well. Test a small patch of the plastic surface before full application.

If you plan to store your loft, remember it is made of wood, and needs to be stored in a dry place.

## CLEANING YOUR CARPETS

You will not need to wash your carpets as often if you vacuum them frequently. When you do need to wash them, however, they are designed to come off for cleaning. Give the corner a gentle tug to remove it from the wooden platform or panel. Clean by hand or with a carpet cleaner. Do not machine wash. Replace the carpet when completely dry.

The carpets are made of a nylon fiber weave. Just use the methods below to clean common spills. If you have a spill that is not described, call Customer Service at 1-800-777-4244 for more information.

*For berry, blood, chalk, fruit juices, ice cream, ketchup, milk, plant food, or water-base paint stains...*

- 1) Apply carpet cleaner sparingly, rubbing gently. Blot, rinse with water, and blot again.
- 2) Mix one tablespoon ammonia and one cup water. Rinse with this solution. Rub gently. Blot, rinse with water, and blot again.
- 3) Apply white vinegar to remove the cleaning solution. Blot, rinse with water, and blot dry.

*For butter, candle wax, chocolate, crayon, felt-tip marker, glue, grease, ink, oil, or oil-base paint stains...*

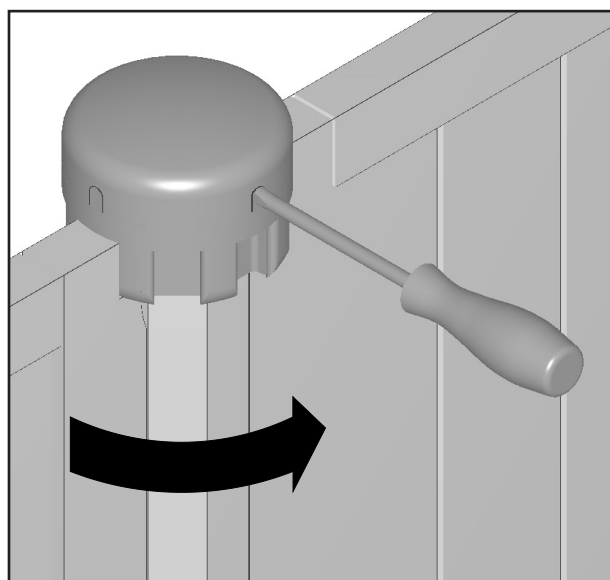
- 1) Apply only enough dry cleaning fluid or alcohol to dampen the stain. Blot dry. Repeat as long as the stain transfers.
- 2) If stain is still visible, apply carpet cleaner sparingly, rubbing gently. Blot, rinse with water, and blot dry.
- 3) Apply white vinegar to remove the detergent. Blot, rinse with water, and blot dry.

*For coffee, mustard, tea, urine, vomit, or water color stains...*

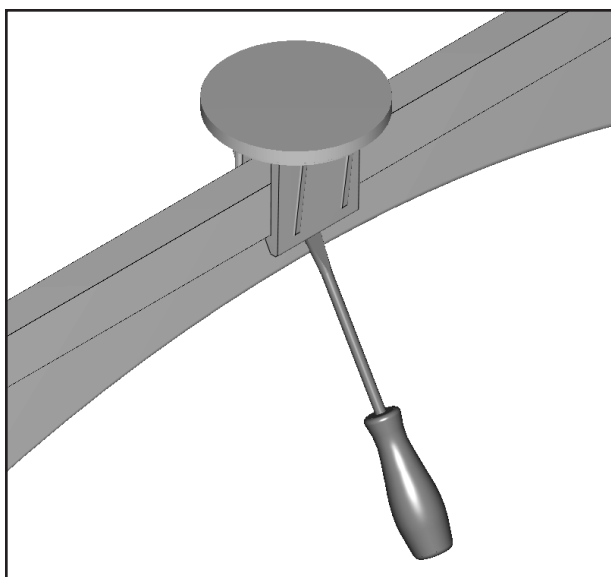
- 1) Apply carpet cleaner sparingly, rubbing gently. Blot to remove stain and rinse with clear water. Blot dry.
- 2) Apply white vinegar to remove the detergent. Blot, rinse with water, and blot dry.

## TAKING APART YOUR LOFT

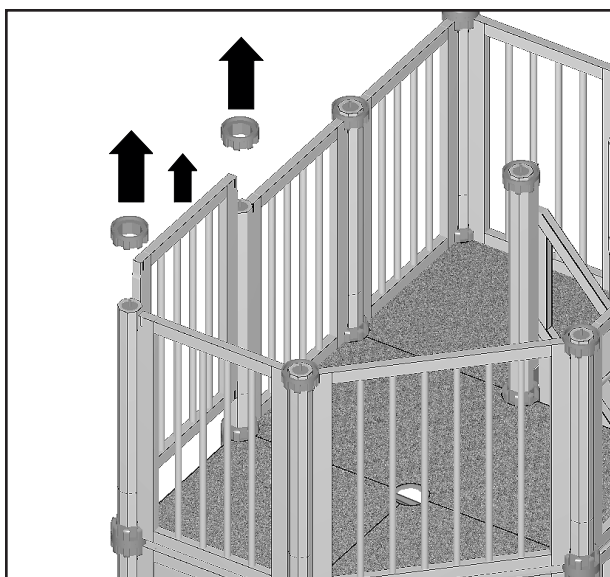
Before taking apart your loft, read all of the instructions, and get a friend to help. If you plan to store your loft, remember it is made of wood, and needs to be stored in a dry place.



- 1** Start at the top of the loft and work downward. Unlock the childproof caps on the posts by putting a flathead screwdriver all the way into any hole on the cap. Use the screwdriver, pointed slightly up, as a handle to crank counterclockwise. You will hear a clicking sound as it turns.

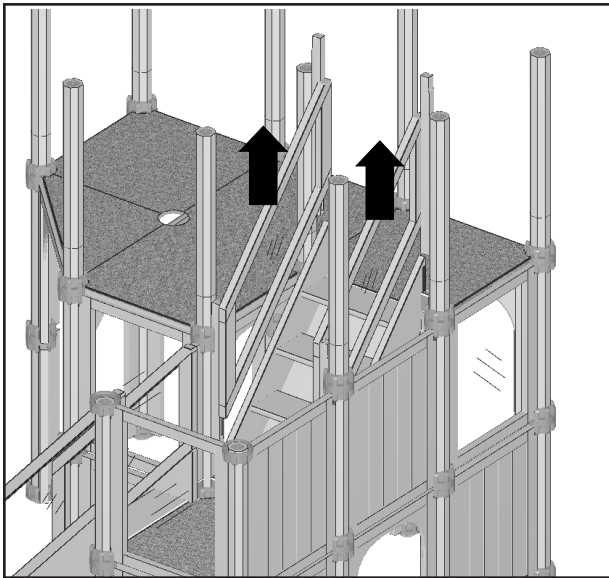


- 2** To remove circular plug between platforms, insert a flat screwdriver from below to pry up the plug. Then remove any half-circle plugs.  
  
This picture shows platforms removed for clarity. Remove platforms only after plug has been removed.

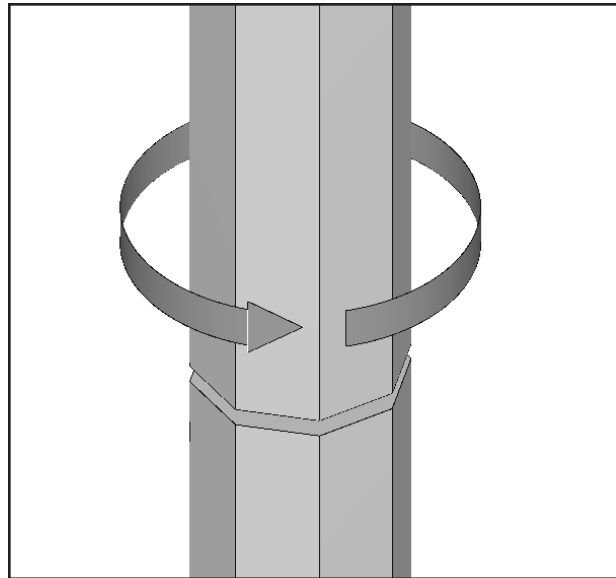


- 3** Remove the top connector rings from one panel. Lift it out of the bottom rings and hand it down to your friend. Do not take all the top rings off at once; this could cause instability and falling panels. Working together, continue around removing one panel at a time.

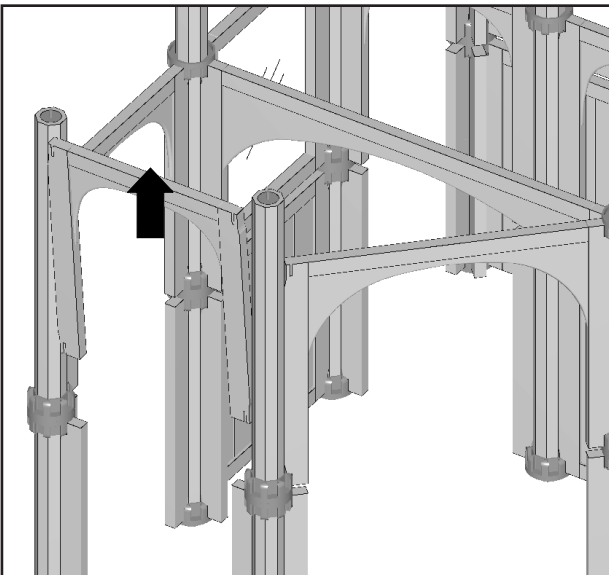




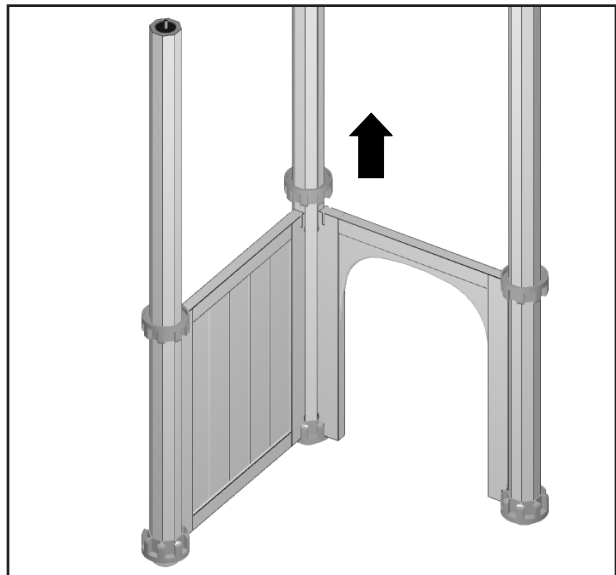
- 4** Take the stair railings off by lifting straight up. Then you can remove the stairs. A sharp tap on the bottom of the couplings will loosen them from the railing for storage.



- 5** Unscrew post extenders and lift off loose connector rings. If you have trouble unscrewing posts, put a connector ring on each side of the joint and use them as wrenches to loosen the posts.



- 6** Remove the second layer of panels as you did the top layer, one at a time. As you remove arches, watch that a section of wall does not become unstable. Generally if there is a right angle in the wall, it will still stand.



- 7** Remove the landing platform and the first layer stairs. Then take apart the bottom layer of the loft.



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**community playthings®**

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