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## APPENDIXES

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APPENDIX A.—Letter of transmittal and instructions for preparing reports

APPENDIX B.—Form of schedule for Census of Construction Industry

## APPENDIX A

Form 33  
DISTRIBUTION

DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
WASHINGTON

Dear Sir:

The Census of the Construction Industry covering the calendar year 1929 is being taken in accordance with the provisions of the Act of Congress providing for the Fifteenth Decennial Census.

This is the first time that comprehensive construction statistics have been collected by the Bureau of the Census. The canvass was recommended by the Advisory Committee on Distribution, which is composed of nationally known business men appointed by the Secretary of Commerce, the request for such census having been presented to them by a committee of contractors of national associations representing the contractors' group of the construction industry.

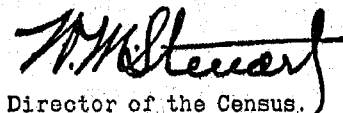
The information when analyzed and made available should prove of much value in promoting the interests of the industry, and you are therefore urged to give your hearty cooperation in filling out the report blank as completely as possible and in returning it WITHIN 15 DAYS of the receipt of this letter, using the inclosed franked envelope, which requires no postage.

THE INFORMATION YOU SUPPLY WILL BE TREATED IN STRICT CONFIDENCE. It will not be used as a basis for taxation, but only for statistical purposes. Only employees of the Bureau of the Census, sworn to secrecy, will be permitted to examine your report.

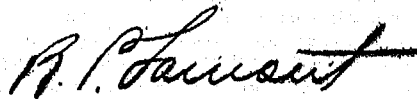
The benefit of the census comes chiefly to the contractors themselves. Through the Advisory Committee and the committee representing contractors' associations, the Bureau of the Census has had valuable aid in the preparation of the report blank and in preparing for this canvass. The results depend upon the care and promptness with which you fill out the report.

On the back of this letter you will find general instructions which may be helpful in answering the several inquiries.

Very truly yours,

  
Director of the Census.

Approved:

  
Secretary of Commerce.

Inclosures.  
15-262

11-10102

1357

Form 88-a  
Distribution

DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
WASHINGTON

INSTRUCTIONS FOR PREPARING REPORTS

Please read the following before preparing your report, also read carefully all instructions on the schedule itself. Then fill out the report in *ink*.

If not in the construction business, or if you have discontinued such business, note that fact under Remarks (Inquiry 17), sign the certificate, and return the report in the inclosed envelope.

**Scope of the census.**—All persons and firms engaged in construction work of any kind, providing their gross construction business for the year amounted to at least \$25,000, are required by an Act of Congress approved June 18, 1929, to furnish reports for this census. Form 25 is to be used for this purpose. Such contractors include *general contractors*, whether working wholly as general contractors or partly as general and partly as subcontractors, *sub* or *specialized contractors*, whether working wholly as subcontractors or in part directly for the owner, and *operative* or *speculative builders* building for their own account or otherwise.

**Preparation of report.**—The questions on this form are, in the main, self-explanatory. If you are engaged in any other business in addition to contracting, your report should be prepared to represent only the contracting part of your business, using estimates if necessary. Every inquiry appropriate to the particular contractor or firm receiving this report must be answered, using careful estimates in case book figures are not available. If any item is not applicable to your particular business, insert a dash (—) in the space provided for the answer to show definitely that the question was considered.

**Inquiry 3.**—Information obtained by separating the office employees from the job supervisory force will offer valuable comparisons between contractor groups of various sizes of yearly operations and various type groups of contractors.

**Inquiries 4, 5, and 6.**—These inquiries are self-explanatory.

**Inquiry 7.**—This item should include all rent paid during the year for the construction part of your business.

**Inquiry 8.**—The statement made above regarding rent, in Inquiry 7, is applicable also to the item of Interest.

**Inquiries 9 and 10.**—These inquiries are self-explanatory.

**Inquiry 11.**—This inquiry *does not* include salaries or commissions, wages, cost of purchased or rented equipment, rent, interest, construction contract bond premiums, compensation and liability insurance, and materials. *It does* include such items as taxes, fire insurance, maintenance, stationery and supplies, light, heat, and power, traveling expenses, office expenses (except officers' and clerical salaries), depreciation on machinery and equipment, and all other items of expense of every nature and description. Capital expenditures for land, buildings, or fixtures are *not* to be included in answer to this inquiry.

**Inquiry 12.**—It is important that the one or more types of contract work performed be indicated by checking (✓) in the appropriate squares (□) in order that various tabulations of results will be possible according to types of work.

**Inquiry 13.**—If you performed any subcontract work during the year, check the various types and give the value for each type. This is most important, as many subcontractors do not work directly for the owner, and consequently will not fill out Inquiry 14.

**Inquiry 14.**—Include in the total, only work performed during 1929, or period covered, and not that part of contract or job unperformed at the end of the year, or completed before the year began.

**A.**—Only work performed directly for the owner is to be reported here. In the case of an operative or speculative builder, he should report his entire operations, as he is operating in the dual capacity of a general contractor and as the owner. Be sure to report all buildings (number and value), under Ia to Im and do not report them under any of the items 2 to 8 in the table. *Subcontractors* should not fill out this table unless they performed work directly for the owner. *General contractors* who did any subcontracting should report that work in Inquiry 13 and not here.

**B.**—All contractors must answer Inquiry B, dividing up their year's work into public, quasi-public, or public works construction. Public works should be separated into Federal, State, County or Township, and Municipal work.

**C.**—All contractors should report here all subcontract work let by them.

**Inquiry 15.**—It is most important to determine the location of the construction work being done throughout the United States summarized by cities and by States, not only to conform to construction statistics now collected by municipalities, States, and other agencies, but on account of its direct bearing on the question of employment and business activity. To avoid duplication, in determining the value of work performed in the State (Inquiry 15a), be sure to deduct from the grand total for that State, the value of work done in the city in such State in which the reporting office (main or branch) is located.

**Inquiry 16.**—Enter here the values of all materials installed on the job during the year. Do not include value of material on hand in warehouse or yard or on the job not installed.

**Inquiry 17.**—The contractor, or census agent in some cases, should use this inquiry for special comments or remarks which may be necessary to clarify the report in any detail. These remarks should be signed by the person making them.

**Certificate.**—The report must finally be signed by the person furnishing the information.

# APPENDIX B

(Page 1 of Schedule)

Form 25  
DISTRIBUTION

15-239

CONTRACTING GROUP  
OF THE  
CONSTRUCTION INDUSTRY

## CONFIDENTIAL GOVERNMENT REPORT

DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
WASHINGTON

District
Number of Report

## CENSUS OF DISTRIBUTION, 1929

Required by Act of Congress Approved June 18, 1929

### GENERAL CONTRACTORS, SUBCONTRACTORS, OPERATIVE BUILDERS, ETC.

A separate report should be prepared for the main office and each branch office in order that statistics may be segregated by cities and States. Combined reports for two or more establishments, even though under the same ownership, can not be accepted. All reports should relate to the calendar year 1929, or to the business year most nearly conforming to the calendar year. Carefully read inclosed instructions and also those on report before filling out report in INK.

Under the law, no one not a sworn employee of the Bureau of the Census will be permitted to examine your report, and no information can or will be given out by the Bureau of the Census, either to other Government bureaus or to any individual, which would disclose, exactly or approximately, any of the figures in your report.

**1. DESCRIPTION OF ESTABLISHMENT:**

- a. Name of establishment or concern.....
- b. Name of owner.....
- c. Location of establishment.....
  - State..... County.....
  - City.....
  - Street and Number.....
- d. Location of each branch office.....
- e. Character of organization.....  
(State whether operated by an individual, partnership, incorporated company, or cooperative association)
- f. If incorporated, state: When.....; In what state.....; Authorized capital, \$.....
- g. Is concern engaged in general contracting? (Yes or No).....
- h. Is concern engaged in a specialized trade (subcontracting)? (Yes or No).....
- i. Is this business owned or operated by foreign born? (Yes or No)..... By Negroes? (Yes or No).....
- j. Number of years in business.....
- k. Is this concern a member of a national contractors' association?.....
- l. Is this concern a member of a local contractors' association?.....

Do not fill out this report if total value of business done during year was less than \$25,000, but under Remarks (Inquiry 17) state "1929 business less than \$25,000." Then sign certificate and return this blank in inclosed franked envelope on which no postage is required.

**2. PROPRIETORS AND FIRM MEMBERS (Not applicable to incorporated companies):**

- a. Proprietors and firm members who do not receive a stated salary or commission—
  - (1) Total number..... Males..... Females.....  
(Report only those devoting all or practically all of their time to the business)
- b. Proprietors and firm members receiving a stated salary or commission—
  - (1) Total number..... Males..... Females.....
  - (2) Total salaries and commissions received by them during the year ..... \$.....

**3. AVERAGE NUMBER OF SALARIED EMPLOYEES, AND TOTAL SALARIES PAID DURING THE YEAR:**

(Include only salaries chargeable to construction work. Do not include any part of the employees' salaries chargeable to the manufacturing, or sales part of your business, if any.)

	NUMBER	SALARIES FOR THE YEAR
a. Officers and clerical staff (Excluding 2b).....	.....	\$.....
b. Superintendents, foremen, and other supervisory force.....	.....	\$.....
c. Total (Males.....; Females.....)	.....	\$.....

CONSTRUCTION—UNITED STATES SUMMARY

(Page 2 of Schedule)

4. NUMBER OF SKILLED AND UNSKILLED WORKMEN FOR SPECIFIED DATES:

(Report the number of workmen on pay roll on the following dates in 1929 or on nearest normal working day of which you have a record, stating the dates. (Exclude Saturdays.) Include *only* those employed on construction jobs. Do not include any employees engaged in the manufacturing, or sales part of your business, if any.)

DATE	NUMBER	DATE	NUMBER	DATE	NUMBER	DATE	NUMBER
Jan. 15.....		Apr. 15.....		July 15.....		Oct. 15.....	
Feb. 15.....		May 15.....		Aug. 15.....		Nov. 15.....	
Mar. 15.....		June 14.....		Sept. 16.....		Dec. 15.....	

5. TOTAL WAGES PAID SKILLED AND UNSKILLED WORKMEN DURING THE YEAR:

(Include *only* wages chargeable to construction jobs. Do not include any part of the employees' wages chargeable to the manufacturing, or sales part of your business, if any.)

- a. Total wages for 12 months of 1929 (or period covered)..... \$.....
- b. Time lost, due to strikes or lockouts..... Man-hours.....
- c. What constitutes your working week?..... Hours..... Days.....
- d. Lost-time accidents..... Number..... Man-hours.....
- e. Fatalities during the year..... Number.....

6. ANALYSIS OF CONTRACTORS' EQUIPMENT INVESTMENT AND COST OF RENTED EQUIPMENT:

- a. Total rental paid for equipment during the year..... \$.....
- b. Total cost of equipment purchased during the year..... \$.....
- c. What per cent of equipment used do you ordinarily own?..... Per cent.....
- d. What was the total inventory (book) value of the concern's equipment on January 1, 1930, or the nearest inventory date?..... \$.....

7. RENT, IF ANY, PAID FOR OFFICES, WAREHOUSES, STORAGE YARDS, ETC., FOR THE YEAR..... \$.....

8. INTEREST, IF ANY, PAID DURING THE YEAR FOR MONEY BORROWED FOR CONDUCTING YOUR OWN BUSINESS..... \$.....

9. TOTAL CONSTRUCTION CONTRACT BOND PREMIUMS, IF ANY, PAID BY YOU DURING THE YEAR..... \$.....

10. COMPENSATION AND LIABILITY INSURANCE, IF ANY, PAID BY YOU DURING THE YEAR..... \$.....

11. ALL OTHER OVERHEAD EXPENSES (NOT INCLUDING AMOUNTS CONTAINED IN QUESTIONS 3, 5, 6, 7, 8, 9, 10, and 16)..... \$.....

12. TYPE OF GENERAL CONTRACT WORK PERFORMED:

(Indicate by checking the predominant types of work performed)

- a. Building.....
- b. Highway.....
- c. Bridge and culvert.....
- d. Grading.....
- e. Street paving.....
- f. Sewers, gas, water, and conduit.....
- g. Dam and reservoir.....
- h. Waterworks.....
- i. Dredging, river and harbor, etc.
- j. Levees.....
- k. Railroad.....
- l. Foundation.....
- m. Power plants (Stm.&Hyd-El.)
- n. Other, specify.....

13. TYPE AND VALUE OF SUBCONTRACT WORK PERFORMED DURING THE YEAR:

(DO NOT include here any work performed directly for the owner. INCLUDE such work under Inquiry 14A. In addition, the subcontractor should report distribution of total work performed by class of ownership, under 14B.)

TYPE OF WORK	VALUES	TYPE OF WORK	VALUES	TYPE OF WORK	VALUES
a. Carpentering.....	\$.....	i. Pipe covering.....	\$.....	q. Wrecking.....	\$.....
b. Concreting.....		j. Plastering.....		r. Excavating.....	
c. Electrical.....		k. Plumbing.....		s. Ornamental iron.....	
d. Elevator constructing.....		l. Roofing.....		t. Other, specify.....	
e. Heating and piping.....		m. Sheet metal work.....			
f. Mason.....		n. Steel erection.....			
g. Painting and decorating.....		o. Stone work (cut and rubble).....			
h. Glass and glazing.....		p. Marble and tiling.....			
				Total.....	

(Page 3 of Schedule)

**14. TOTAL CONSTRUCTION WORK PERFORMED DURING THE YEAR DIRECTLY FOR THE OWNER, As a General, Specialized, or Independent Contractor, or as an Operative Builder.**  
(General Contractors should INCLUDE all subcontracts let by them. Subcontractors should report subcontract operations in Inquiry 13, and not here.)

**A. WORK PERFORMED, BY CLASS OF CONSTRUCTION**

CLASS OF CONSTRUCTION	NUMBER	VALUES	CLASS OF CONSTRUCTION	NUMBER	VALUES
1. BUILDINGS (see note), Total (sum of a to m).....		\$.....	5. PUBLIC WORKS AND UTILITIES, Total (sum of a to j).....		\$.....
a. Commercial.....		\$.....	a. Bridges, tunnels, etc.....		\$.....
b. Educational.....			b. Central station, light and power plants and systems (including gas).....		
c. Hotel.....			c. Docks, piers, retaining walls, etc.....		
d. Hospital and institutional.....			d. Flood control, irrigation, and land drainage.....		
e. Manufacturing.....			e. Refuse disposal plants.....		
f. Military and naval.....			f. Parks, grounds, etc.....		
g. Public: Courts, jails, etc.....			g. River and harbor improvements.....		
h. Religious and memorial.....			h. Sewage disposal and drainage.....		
i. Residential.....			i. Water supply.....		
(1) One-family.....			j. Miscellaneous.....		
(2) Two-family.....			6. AIR TRANSPORT.....		
(3) Multi-family.....			7. MISCELLANEOUS.....		
(4) Miscellaneous.....					
j. Social and recreational.....			8. TOTAL (This total and total of Inquiry 13, if any, should equal total of Table 14 B).....		
k. Air transport.....					
l. Rail and water transportation.....					
m. Miscellaneous.....					
2. HIGHWAYS AND STREETS.....					
3. WATER POWER DEVELOPMENTS.....					
4. RAILROADS AND CAR LINES.....					

NOTE.—Include all buildings under 1 and not under 2 to 7, inclusive, above.

- 1a. Commercial buildings include banks, public garages, and service stations; office buildings, stores; warehouses.
- 1b. Educational buildings include athletic fields and gymnasiums; laboratories, libraries, museums, conservatories; schools and colleges (public or private).
- 1c. Hotels and accessory buildings.
- 1d. Hospital and institutional buildings include homes and institutions; hospitals and sanitariums.
- 1e. Manufacturing buildings include factories; foundries; work shops (not repair shops); etc., producing goods to be sold.
- 1f. Military and naval buildings include all buildings at army posts, navy yards, arsenals, etc.
- 1g. Public buildings include capitols, city halls, town halls, court and custom houses; comfort stations; fire and police stations; jails and reformatories; post offices.
- 1h. Religious and memorial buildings include churches; Sunday schools and parish houses; convents and monasteries; memorial buildings, mausoleums, etc.
- 1i. Residential buildings include apartments; dwellings, housing projects; private garages, barns, and other out-buildings.
- 1j. Social and recreational buildings include auditoriums and halls, clubs, lodges, and service buildings; park buildings; stadiums; natatoriums and rinks, theaters.
- 1k. Air transport buildings include hangars, quarters, offices, and accessory buildings at airports or on airway routes, etc.
- 1l. Rail and water transportation buildings include railway stations, roundhouses, and accessory buildings of railways; car barns, etc.; ferry houses, offices, etc., located at water terminals and not included with docks and piers under 5c.
- 1m. Miscellaneous buildings include coal pockets, tipples, and all buildings not covered in classifications 1a to 1l inclusive.

**B. WORK PERFORMED, BY CLASS OF OWNERSHIP**

(This should be answered by all, whether General Contractors, Subcontractors, or Operative Builders, etc.)

CLASSIFICATION OF OWNERSHIP OF CONSTRUCTION PROJECTS	APPROXIMATE VALUES
1 Private construction.....	\$.....
2 Quasi public or community construction <sup>1</sup> .....	\$.....
3. Public works construction, Total (sum of a to d).....	\$.....
a. Federal <sup>2</sup> .....	\$.....
b. State <sup>2</sup> .....	\$.....
c. County or township.....	\$.....
d. Municipal.....	\$.....
4. TOTAL (This total should equal totals of Table 14A <sup>1</sup> and Inquiry 13).....	\$.....

<sup>1</sup> Quasi public includes such items as hospitals and institutions, colleges, churches, etc., paid for out of donations or community funds and devoted to community purposes.  
<sup>2</sup> Report all Federal-aid road work under "State."

**C. TOTAL VALUE OF SUBCONTRACT WORK LET FOR THE YEAR..... \$.....**

(This should include all work sublet, or not performed with your own labor or equipment rented or owned by you)

CONSTRUCTION—UNITED STATES SUMMARY

(Page 4 of Schedule)

15. REPORT THE APPROXIMATE VALUE OF THE CONSTRUCTION WORK PERFORMED BY YOU:

- a. In the city in which your office is located ..... \$ .....
- b. In the State in which your office is located, excluding (a) ..... \$ .....
- c. In other States: (State) \$ (Value); (State) \$ (Value); (State) \$ (Value) ..... \$ .....

(The total of (a), (b), and (c), should equal the total value of construction work performed as shown in Inquiry 14 B)

16. MATERIALS USED AND BUILDING EQUIPMENT INSTALLED BY THE CONTRACTOR DURING THE YEAR:

Report the quantity of materials and total cost delivered on the job. (General contractors should not include materials furnished by subcontractors. Do not include any materials sold through your store or otherwise than on contract work.)

CONSTRUCTION MATERIALS AND ACCESSORIES	MATERIAL INSTALLED (VALUE)	CONSTRUCTION MATERIALS AND ACCESSORIES	MATERIAL INSTALLED (VALUE)
1. SAND, GRAVEL, CRUSHED STONE, SLAG, AND CINDERS .....	\$ .....	26. SCREENS, SHADES, AWNINGS, ETC.....	\$ .....
2. BRICK (FACE, COMMON, FIRE, PAVING, ETC.) ..... (M.....)	\$ .....	27. HEATING AND VENTILATING EQUIPMENT AND SUPPLIES (also include boiler and engine room equipment and ventilating and air-conditioning equipment) .....	\$ .....
3. TILE, FIREPROOFING.....	\$ .....	28. PLUMBING AND GAS-FITTING EQUIPMENT AND SUPPLIES (also include pumping, filtering, and softening equipment, fire-prevention installations, sprinkling systems, refrigerating machinery, etc.) .....	\$ .....
4. TILE, FACING, TERRA COTTA (ARCHITECTURAL), FLOOR AND WALL .....	\$ .....	29. ELECTRICAL APPLIANCES AND SUPPLIES (include wiring fixtures, bulbs, and telephone, radio, and annunciator systems, etc.).....	\$ .....
5. CONCRETE AND CINDER BLOCK.....	\$ .....	30. ELEVATORS AND DUMB-WAITERS AND EQUIPMENT .....	\$ .....
6. CUT STONE, GRANITE AND MARBLE.....	\$ .....	31. PIPE: DRAIN TILE, VITRIFIED, CONCRETE, SEGMENT-TILE, CORRUGATED .....	\$ .....
7. RIPRAP, RUBBLE, ETC.....	\$ .....	32. PIPE: CAST-IRON, SHEET AND TUBE STEEL, ETC. (include all metal pipe in this item except small-dimension pipe used by the plumber) .....	\$ .....
8. CEMENT.....(Barrels.....)	\$ .....	33. WIRE CABLE, GUARDS, AND FENCING.....	\$ .....
9. LIME.....(Barrels.....)	\$ .....	34. BITUMINOUS PAVING MATERIALS, TAR, ASPHALT, AND OIL .....	\$ .....
10. PLASTER, ETC.....	\$ .....	35. MISCELLANEOUS(specify principal items):	\$ .....
11. STRUCTURAL STEEL (also include plates and steel castings and forgings) .....	\$ .....	.....	\$ .....
12. REINFORCING STEEL.....	\$ .....	.....	\$ .....
13. CAST IRON, MISCELLANEOUS (do not include cast-iron pipe).....	\$ .....	.....	\$ .....
14. METAL DOORS, WINDOWS, AND TRIM.....	\$ .....	.....	\$ .....
15. METAL AND WIRE LATH AND FURRING.....	\$ .....	.....	\$ .....
16. ORNAMENTAL METAL WORK.....	\$ .....	.....	\$ .....
17. LUMBER, ROUGH AND FINISHED.... (M feet b. m.....)	\$ .....	.....	\$ .....
18. LATH, SHINGLES, AND SHAKES (WOOD).....	\$ .....	.....	\$ .....
19. MILLWORK.....	\$ .....	.....	\$ .....
20. COMPOSITION BOARD (also include building papers, gypsum products, insulating materials, etc.).....	\$ .....	.....	\$ .....
21. WATERPROOFING MATERIALS.....	\$ .....	.....	\$ .....
22. HARDWARE, ROUGH AND FINISHED.....	\$ .....	.....	\$ .....
23. PAINTS, VARNISHES, GLASS (also include painters' supplies and decorating materials) .....	\$ .....	.....	\$ .....
24. ROOFING AND SHEET METAL.....	\$ .....	.....	\$ .....
25. FINISHED FLOORING OTHER THAN CEMENT, WOOD, OR TILE.....	\$ .....	36. TOTAL VALUE, ALL MATERIALS AND ACCESSORIES.....	\$ .....

17. REMARKS:

.....  
 .....  
 .....

(Signature of contractor or census agent)

CERTIFICATE

THIS IS TO CERTIFY that the information contained in this schedule is correct and complete to the best of my knowledge and belief, and covers the period from ....., 19....., to ....., 19.....

(Signature and official title of person furnishing information)

Date, ....., 1930.

(Address)