## APPENDIX

<table>
<thead>
<tr>
<th>Illustrative examples of 1960 Census schedules</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example of Advance Census Report, Form 60PH-6</td>
<td>236</td>
</tr>
<tr>
<td>Example of 100-percent FOSDIC schedule, Form 60PH-2</td>
<td>236</td>
</tr>
<tr>
<td>Housing items from Household Questionnaires</td>
<td>237</td>
</tr>
<tr>
<td>Housing items from sample FOSDIC schedules</td>
<td>238</td>
</tr>
<tr>
<td>Excerpts from Enumerator's Reference Manuals</td>
<td>239</td>
</tr>
<tr>
<td>Definitions for living quarters (housing unit; group quarters)</td>
<td>240</td>
</tr>
<tr>
<td>How to determine usual residence</td>
<td>240</td>
</tr>
<tr>
<td>Vacant housing units</td>
<td>241</td>
</tr>
<tr>
<td>How to canvass and list</td>
<td>241</td>
</tr>
<tr>
<td>How to conduct the interview when ACR is filled</td>
<td>242</td>
</tr>
<tr>
<td>How to conduct the interview when ACR is not filled</td>
<td>242</td>
</tr>
<tr>
<td>How to enter information on the FOSDIC schedule</td>
<td>243</td>
</tr>
<tr>
<td>How to designate sample housing units</td>
<td>243</td>
</tr>
<tr>
<td>Enumeration of group quarters</td>
<td>243</td>
</tr>
<tr>
<td>Enumeration of hotels, motels, lodges, YMCA's, etc</td>
<td>244</td>
</tr>
<tr>
<td>Procedure in special situations</td>
<td>244</td>
</tr>
<tr>
<td>Transcription to sample FOSDIC book</td>
<td>244</td>
</tr>
<tr>
<td>Population items</td>
<td>245</td>
</tr>
<tr>
<td>Color or race</td>
<td>245</td>
</tr>
<tr>
<td>Housing items</td>
<td>245</td>
</tr>
<tr>
<td>Structure (detached or attached; inside or outside; single-unit or multiunit)</td>
<td>245</td>
</tr>
<tr>
<td>Equipment for exclusive use or shared</td>
<td>245</td>
</tr>
<tr>
<td>Sample key and address (items H1 and H2)</td>
<td>245</td>
</tr>
<tr>
<td>Type of housing unit (item H3)</td>
<td>245</td>
</tr>
<tr>
<td>Access to unit (item H4)</td>
<td>245</td>
</tr>
<tr>
<td>Kitchen and cooking equipment (item H5)</td>
<td>245</td>
</tr>
<tr>
<td>Condition of unit (item H6)</td>
<td>246</td>
</tr>
<tr>
<td>Occupancy (item H7)</td>
<td>246</td>
</tr>
<tr>
<td>Vacancy status (item H13)</td>
<td>247</td>
</tr>
<tr>
<td>Description of property (item H14)</td>
<td>247</td>
</tr>
<tr>
<td>Number of units in structure (item H29)</td>
<td>247</td>
</tr>
<tr>
<td>Illustrations of living quarters (figures 1, 2, 3)</td>
<td>240</td>
</tr>
<tr>
<td>Illustrations of structures (figure 14)</td>
<td>245</td>
</tr>
<tr>
<td>Photographs illustrating condition of unit (figures 16 to 37)</td>
<td>248</td>
</tr>
</tbody>
</table>

1-235
States and Small Areas

EXAMPLE OF ADVANCE CENSUS REPORT, FORM 60PH-6

(Form 60PH-6 was used by the household for the 100-percent items in areas for which statistics are published by blocks. Form 60PH-5 was used in the rest of the United States. The two forms are the same except that items H15 and H16 are omitted from Form 60PH-5. Forms 60PH-6 and 60PH-5 were used in both the single-stage and two-stage procedures. The forms used in New York State contained additional questions on place of birth and citizenship.)

SECTION A--In this section list--

1. Everyone who usually lives here, whether related to you or not.
2. All persons staying here who have no other home.

PLEASE BE SURE TO LIST--

• All members of your family living with you, including babies.
• All after relatives living here.
• Labors and householders living here.
• Secretaries, handy hands, when not related to you who are living here.
• Any one else staying here but who has no other home.

DO NOT LIST--

• College students who are away at college (or who have been only on vacation).
• Persons mentioned above here in the Armed Forces.
• Persons away at institutions, such as a convalescent, rest home, home for the aged, nurses' home.
• They will be recorded elsewhere.

ALSO LIST--

Anyone who usually lives here but who are away temporarily on business, on vacation, or in a general hospital.

NAME OF PERSON LIVING HERE ON NOV 4, AND擬 LAST NAME ENTERED WHO HAVE NO OTHER HOME

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Inside head</th>
<th>White</th>
<th>Black</th>
<th>Male</th>
<th>Female</th>
<th>Date of Birth</th>
<th>Date of Birth</th>
<th>Married</th>
<th>Single</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERCH</td>
<td>Alexander</td>
<td>Head of household</td>
<td>M</td>
<td>White</td>
<td>80</td>
<td>90</td>
<td>Jan 1, 1712</td>
<td>Married</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>VERCH</td>
<td>Estelle</td>
<td>Wife</td>
<td>M</td>
<td>White</td>
<td>60</td>
<td>60</td>
<td>Nov 2, 1894</td>
<td>Married</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>VERCH</td>
<td>Marcella</td>
<td>Daughter</td>
<td>F</td>
<td>White</td>
<td>30</td>
<td>30</td>
<td>Apr 3, 1901</td>
<td>Single</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>VERCH</td>
<td>Alexander</td>
<td>Son</td>
<td>M</td>
<td>White</td>
<td>15</td>
<td>15</td>
<td>Jan 1, 1912</td>
<td>Single</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DRAPER</td>
<td>Ralph</td>
<td>Lodger</td>
<td>M</td>
<td>White</td>
<td>45</td>
<td>45</td>
<td>Oct 1, 1871</td>
<td>Single</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

SECTION B--NEXT. Please answer the questions in this section to help the Census Taker count your household correctly.

1. Does anyone else live here as of this date?
   Yes [ ] No [ ]

2. If "Yes," do they stay here and with you by board?
   Yes [ ] No [ ]

3. "Yes," who usually lives here by board?
   Wood, James T.

SECTION C--List below all persons who are staying here as a result of the New York State Census Act, 1916, or those who have been living here for the past 12 months.

<table>
<thead>
<tr>
<th>Name of person</th>
<th>Relationship to head</th>
<th>Date of Birth</th>
<th>Marital Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood, James T.</td>
<td>Head of household</td>
<td>Jan 1, 1892</td>
<td>Married</td>
</tr>
</tbody>
</table>

SECTION D--These questions are about the places you and the people you listed in Section A live. They refer to your home as the part of the house which you occupy, or to the apartment, flat, or room in which you live.

6. Do you have a toilet or washing equipment? Answer all.

7. How many rooms in your house or apartment? Answer all.

8. If you have hot and cold running water in this house or building? Answer all.

9. Are there any other buildings or structures in this house or building? Answer all.

10. Is there a basement or cellar in this house or building? Answer all.

11. Is there a kitchen in this house or building? Answer all.

12. Is there a breakfast room in this house or building? Answer all.

13. Is there a bathroom in this house or building? Answer all.

14. Is there a family room in this house or building? Answer all.

15. Are there any other buildings or structures on this property? Answer all.

16. Are there any other buildings or structures in this building or on this property? Answer all.

SECTION E--PLEASE FILL SECTION E

1. Does anyone also live in this building or anywhere else on this property?
   Yes [ ] No [ ]

2. Are all or any of your homes or apartments in the same building or on the same property?
   Yes [ ] No [ ]

3. Have you or any member of your household ever been arrested or convicted of any crime?
   Yes [ ] No [ ]

4. Are you or any member of your household ever been convicted of any crime?
   Yes [ ] No [ ]

5. Has anyone of your household ever been in a penal institution, such as a prison or jail?
   Yes [ ] No [ ]

6. Are you or any member of your household ever been in a penal institution, such as a prison or jail?
   Yes [ ] No [ ]

7. Have you or any member of your household ever been in a penal institution, such as a prison or jail?
   Yes [ ] No [ ]

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

ADVANCE CENSUS REPORT FOR THE 1960 CENSUS OF POPULATION AND HOUSING

Dear Householder:

This Government report form is for you to fill out before the Census Taker calls to take the 1960 Census of Population and Housing. The completed form will serve as a guide to help you put down the required answers for each member of your household.

If you will be the host for the Census Taker by April 1, 2010, you can help speed up the Census and reduce errors. In order to make the results more accurate, you are asked to select other members of your household, if necessary, to go out to the dates of birth and other facts. Any volunteer who stays overnight in your house on Thursday, March 31, 1960 should be listed in Section C of the report.

As provided in the Constitution, the Census collects only the number of men over 15 years of age and their occupation. The information which you give will help to determine the trend and future of your country.

The information that you are required to furnish is held confidential by law. Your Census report cannot be used for purposes of taxation, investigations, or regulations.

Sincerely yours,

Robert H. Buergers
Commissioner of Census

DO NOT MAIL—RECEIVE READY FOR CENSUS TAXER

CONFIDENTIALITY--The Census is regulated by the United States Constitution and further authorized by U.S.C. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11. The law requires that the inquiry be answered truthfully and that the information furnished will be secured confidentially and will not be used for purposes of taxation, investigation, or regulation.
HOUSING ITEMS FROM HOUSEHOLD QUESTIONNAIRES

The illustration below combines the sample housing questions from Form 60P-7 and Form 60P-8, which were used only in the two-stage procedure. Form 60P-8 was used in areas for which statistics are published by blocks and Form 60P-7 was used in the rest of the United States. Items H17, H18, H19, H20, H21, H22, H23, and H24 are omitted from Form 60P-8. See United States Census of Population and Housing, 1960: Principal Data Collection Forms and Procedures for a facsimile of each form.

PLEASE NOTE: These housing questions begin with number H17 because the Census Taker has already obtained the answers to questions H11 and H12. The term “house” or “apartment” covers your house or part of the house you occupy, or the apartment that you rent or occupy in which you live. Most of these questions refer to your own house or apartment, but some refer to the house on which you live, if your house is less than one year, or it is only part of a larger building, answer questions H17 and H18 about the whole building.

H17 and H18. Is this house?

1. (a) of the house?

(b) of the house?

(c) with the house?

(d) and the house?

2. (a) of the house?

(b) of the house?

(c) and the house?

H19. How many bedrooms are in your house or apartment?

Count rooms whose main use is as bedrooms even if they are occasionally used for other purposes.

If you live in an apartment without a separate bedroom, check "No bedroom.

No bedroom.

1 bedroom.

2 bedrooms.

3 bedrooms.

4 bedrooms.

H20. About what was this house originally built?

In 1949 or 1950.

In 1920 or 1925.

In 1920 or 1930.

In 1930 or 1940.

In 1940 or 1945.

In 1945 or 1950.

H21. Is this your house or apartment located?

Check ONLY the kind of heat you use the most.

Heated by:

Steam or hot water.

Waste air from individual room heaters.

Floor, wall, or cupola furnaces.

Built-in electric units.

Room heater(s) connected to chimney or fire.

Room heater(s) not connected to chimney or fire.

Other method—Write in:

Not heated.

H22. Is this a single family house?

Yes.

No.

H23. Is your house or apartment located?

Yes.

No.

H24. Is your house or apartment located?

Yes.

No.

H25. Is your house or apartment located?

Yes.

No.

H26. Is your house or apartment located?

Yes.

No.

H27. Is your house or apartment located?

Yes.

No.

H28. Is your house or apartment located?

Yes.

No.

H29. Is your house or apartment located?

Yes.

No.

H30. Is your house or apartment located?

Yes.

No.

H31. Is your house or apartment located?

Yes.

No.

H32. Is your house or apartment located?

Yes.

No.

H33. Is your house or apartment located?

Yes.

No.

H34. Is your house or apartment located?

Yes.

No.

H35. Is your house or apartment located?

Yes.

No.

H36. Is your house or apartment located?

Yes.

No.

H37. Is your house or apartment located?

Yes.

No.

H38. Is your house or apartment located?

Yes.

No.

H39. Is your house or apartment located?

Yes.

No.

H40. Is your house or apartment located?

Yes.

No.

H41. Is your house or apartment located?

Yes.

No.

H42. Is your house or apartment located?

Yes.

No.

H43. Is your house or apartment located?

Yes.

No.

H44. Is your house or apartment located?

Yes.

No.

H45. Is your house or apartment located?

Yes.

No.

H46. Is your house or apartment located?

Yes.

No.

H47. Is your house or apartment located?

Yes.

No.

H48. Is your house or apartment located?

Yes.

No.

H49. Is your house or apartment located?

Yes.

No.

H50. Is your house or apartment located?

Yes.

No.

H51. Is your house or apartment located?

Yes.

No.

H52. Is your house or apartment located?

Yes.

No.

H53. Is your house or apartment located?

Yes.

No.

H54. Is your house or apartment located?

Yes.

No.

H55. Is your house or apartment located?

Yes.

No.

H56. Is your house or apartment located?

Yes.

No.

H57. Is your house or apartment located?

Yes.

No.

H58. Is your house or apartment located?

Yes.

No.

H59. Is your house or apartment located?

Yes.

No.

H60. Is your house or apartment located?

Yes.

No.

H61. Is your house or apartment located?

Yes.

No.

H62. Is your house or apartment located?

Yes.

No.

H63. Is your house or apartment located?

Yes.

No.

H64. Is your house or apartment located?

Yes.

No.

H65. Is your house or apartment located?

Yes.

No.

H66. Is your house or apartment located?

Yes.

No.

H67. Is your house or apartment located?

Yes.

No.

H68. Is your house or apartment located?

Yes.

No.

H69. Is your house or apartment located?

Yes.

No.

H70. Is your house or apartment located?

Yes.

No.

H71. Is your house or apartment located?

Yes.

No.

H72. Is your house or apartment located?

Yes.

No.

H73. Is your house or apartment located?

Yes.

No.

H74. Is your house or apartment located?

Yes.

No.

H75. Is your house or apartment located?

Yes.

No.

H76. Is your house or apartment located?

Yes.

No.

H77. Is your house or apartment located?

Yes.

No.

H78. Is your house or apartment located?

Yes.

No.

H79. Is your house or apartment located?

Yes.

No.

H80. Is your house or apartment located?

Yes.

No.

H81. Is your house or apartment located?

Yes.

No.

H82. Is your house or apartment located?

Yes.

No.

H83. Is your house or apartment located?

Yes.

No.

H84. Is your house or apartment located?

Yes.

No.

H85. Is your house or apartment located?

Yes.

No.

H86. Is your house or apartment located?

Yes.

No.

H87. Is your house or apartment located?

Yes.

No.

H88. Is your house or apartment located?

Yes.

No.

H89. Is your house or apartment located?

Yes.

No.

H90. Is your house or apartment located?

Yes.

No.

H91. Is your house or apartment located?

Yes.

No.

H92. Is your house or apartment located?

Yes.

No.

H93. Is your house or apartment located?

Yes.

No.

H94. Is your house or apartment located?

Yes.

No.

H95. Is your house or apartment located?

Yes.

No.

H96. Is your house or apartment located?

Yes.

No.

H97. Is your house or apartment located?

Yes.

No.

H98. Is your house or apartment located?

Yes.

No.

H99. Is your house or apartment located?

Yes.

No.

H100. Is your house or apartment located?

Yes.

No.

H101. Is your house or apartment located?

Yes.

No.

H102. Is your house or apartment located?

Yes.

No.

H103. Is your house or apartment located?

Yes.

No.

H104. Is your house or apartment located?

Yes.

No.

H105. Is your house or apartment located?

Yes.

No.

H106. Is your house or apartment located?

Yes.

No.

H107. Is your house or apartment located?

Yes.

No.

H108. Is your house or apartment located?

Yes.

No.

H109. Is your house or apartment located?

Yes.

No.
HOUSING ITEMS FROM SAMPLE FOSDIC SCHEDULES

(The illustration below combines the sample housing questions from Forms 60PH-3(5), 60PH-3(20), 60PH-4(5), and 60PH-4(20). These forms were used in both the single-stage and two-stage procedures. Form 60PH-4 was used in areas for which statistics are published by blocks and Form 60PH-3 was used in the rest of the United States. 60PH-4(20) and 60PH-3(20). Items H17, H18, H29 to 34, H30, and H42 are omitted from Form 60PH-4(5); items H29 to 34 are omitted from Form 60PH-3(5); and items H19, H22 to 28, H34, and H36 are omitted from Form 60PH-4(20). See United States Census of Population and Housing, 1960: Principal Data-Collection Forms and Procedures for a facsimile of each form.)
EXCERPTS FROM ENUMERATOR'S REFERENCE MANUALS

The following paragraphs on concepts, definitions, and enumeration procedures for selected items are excerpts from the Enumerator's Reference Manuals used in the 1960 U.S. Censuses of Population and Housing. The paragraphs were taken from Manual F-200, which was used in the two-stage procedure. Concepts and definitions for the single-stage procedure are identical with those for the two-stage procedure, although instructions on the method of enumeration necessarily differ. Instructions for items not covered below are given in Manuals F-200 and F-200A for the two-stage procedure, or in Manual F-210 for the single-stage procedure.

DEFINITIONS FOR LIVING QUARTERS

7. Two Kinds of Living Quarters

Although the 1960 Census of Population and Housing divides all living quarters—places where people live—into housing units and group quarters, the housing portion of the census calls only for detailed information about housing units. People who live in group quarters are counted in the census, but their living arrangements are not described in the housing census statistics. The difference between these two categories is outlined below:

a. Housing units are found in private homes, apartment buildings, trailers, and other places where separate living arrangements exist.

b. Group quarters are found in institutions, dormitories, barracks, and other places where people do not have separate living arrangements. Group quarters are defined and described in paragraphs 161 and 162.

8. Housing Unit Defined

Except as noted in paragraph 13, a housing unit is usually a group of rooms or a single room occupied as separate living quarters by a family. However, a housing unit may also be occupied by a group of unrelated persons living together or by a person living alone. Vacant living quarters which are intended for occupancy as separate quarters are also housing units.

9. Separate Living Quarters Defined

A housing unit is separate when its occupants do not live and eat with any other household and when there is either:

a. Direct access from the outside or through a common hall, or
b. A kitchen or cooking equipment for the exclusive use of the occupants.

10. Types of Access

a. Direct from outside or common hall—There are two kinds of direct access included in this category:

(1) Direct access from the outside—An entrance to the housing unit directly from the outside of the structure.

(2) Direct access through a common hall—An entrance to the housing unit from a hall, lobby, or vestibule used by the occupants of more than one unit. The hall, lobby, or vestibule is not part of any unit but is clearly separate from all units in the structure.

b. Access through another unit—The only entrance to the unit is through a room or a hall of another unit.

11. Kitchen or Cooking Equipment Defined

a. A kitchen is a room primarily used for cooking and the preparation of meals.

b. A unit has cooking equipment when it has either:

(1) A range or stove whether or not it is used regularly, or

(2) Other equipment such as hot plate or electrical appliances if the equipment is used for the regular preparation of meals.

(See par. 40 for additional definitions of kitchen or cooking equipment for vacant units.)

12. "Exclusive Use" of Kitchen or Cooking Equipment Defined

Kitchen or cooking equipment is for exclusive use when it is used only by occupants of one housing unit. The occupants of a housing unit need not all be related. If the wife and her husband share the kitchen in their living quarters, they constitute one housing unit. When there is only one housing unit in the structure, a kitchen located in it is always for exclusive use.

13. Exceptions to Housing Unit Definition

a. If a room or group of rooms is occupied by five or more persons unrelated to the head of the household or to the person in charge, it is not considered a housing unit. It is called group quarters.

b. Do not enumerate trailers, tents, boats, or railroad cars if they are:

(1) Vacant;

(2) Used only for business;

(3) Used only occasionally for extra sleeping space or vacations.

14. Examples of Housing Units

Usually a housing unit is a house, apartment, or flat. Sometimes it is a trailer or a hotel room. However, a structure intended primarily for business or other nonresidential use may also contain a housing unit; for example, the rooms in a warehouse house where the warehousemen live or the quarters of a merchant in back of his shop. A railroad car, houseboat, or another unusual place is also to be classified as a housing unit if it is occupied. Here are examples of living arrangements of the occupants of housing units:

a. A single family or a person living alone—A house, apartment, or flat occupied entirely by a single person.

b. Two or more families—A house, apartment, or flat occupied by two or more families.

c. Groups of unrelated persons—A house, apartment, or flat containing four or fewer persons, unrelated to the head of the household but who live together in family style, is one housing unit.

d. Families sharing a lodger—A house, apartment, or flat with four or fewer unrelated persons, living with a family and sharing its living arrangements, is one housing unit.

15. Examples of Borderline Housing Unit Classification Problems

The large majority of cases will be similar to the examples given in paragraph 14; it will be easy to identify and classify housing units. However, the following examples show that similar situations might be differently classified if they are borderline cases:

a. A family rents one upstairs bedroom to two lodgers. The lodgers share the living room with the family and go through it to reach their bedroom. They do not prepare meals in their room. This house is classified as two housing units since all of its occupants share the living space.

b. If there were six lodgers instead of only two and the remaining facts about the living space remained the same, it would not be classified as a housing unit but as group quarters (see par. 162 and fig. 2).

c. If the lodgers did not share the living room of the family and did not go through it to reach their rooms, but instead had direct access to their rooms through a common hall, they would be enumerated separately from the family. The space occupied by the family group would be one housing unit and the space occupied by each of the lodgers who had direct access to his room would be enumerated as a separate housing unit.

Figure 1.—One housing unit occupied by family and two lodgers.

Figure 2.—Group quarters occupied by family and six lodgers.

Figure 3.—Four housing units: One occupied by family and three occupied by lodgers who live separately and have separate access to their rooms.
Appendix I-241

34. Persons With No Usual Residence

Enumerate as residents of your ED all persons who have no other residence or fixed address. For example, a man who has given up his room in a nearby city and is staying in your ED for a few days before continuing his journey to another State is a person with no usual place of residence. Persons in railroad, highway and other construction camps, convicts, and persons employed by migratory agricultural workers, one-night lodging houses, and other places that have shifting populations composed mainly of persons who have no fixed place of residence, should be enumerated where they are staying on the date of enumeration.

35. Persons With Usual Residence Elsewhere

Usual residence elsewhere means a definite house, apartment, hotel room or suite, or other living arrangement other than those persons in the household having the longest usual address. To enumerate persons with usual residence elsewhere, you should refer to the Longitudinal Report Form, see par. 160. Persons with usual residence elsewhere will include college and graduate students, persons who travel in connection with their work, and persons who live more than half the week in another area. Persons who come to your ED for work for a short time may be enumerated on the Census Report Form if there is no home at which to report them (see par. 155 to 156).

VACANT HOUSING UNITS

37. Vacant Housing Units Defined

The definition of housing units (see par. 15) specifically states that vacant units “which are intended for occupancy as separate quarters are also housing units.” The rules about separateness and the criteria of separateness apply to vacant as well as to occupied housing units.

38. Characteristics of Vacant Housing Units

A housing unit is vacant if no persons are living in it at the time of enumeration. However, if the occupants are not temporarily absent, consider the unit as occupied. A vacant unit may be furnished or unfurnished; it may be for rent or for sale; it may be used for accommodation; or in a few instances the occupants have not moved in; or, it may be vacant because the owner is holding it—either for occasional or future use, for speculation, or for other reasons, such as waiting for the settlement of an estate.

39. General Rules for Identifying Vacant Housing Units

The final determination of whether occupied living space is a housing unit is made on the basis of the living arrangements of the occupants (see par. 155). In vacant housing units, the living arrangements of intended occupants are to be considered. To determine the living arrangements of a vacant housing unit, and to determine what facilities are available to its intended occupancy, follow these rules:

- Ask about the present layout and equipment.
- If necessary, clarify the present situation by asking what the future arrangements of the intended occupants will be.
- When no other information is available, assume the arrangements of the intended occupants will be those of the previous occupants.

40. Kitchen or Cooking Equipment for Vacant Units

Following the general rule in the preceding paragraph, the determination of whether a kitchen or cooking equipment is available may be made in this fashion: If there is one, find out whether it is for the exclusive use of the intended occupants or whether it is to be shared.

41. Rules for Enumerating Vacant Housing Units

As you enumerate some housing units will be vacated because they are being newly built or altered, torn down, etc. The general rule is to enumerate units only at the moment of enumeration. The specific rules appear in the following paragraphs:

a. Vacant, under construction—Enumerate a housing unit being newly constructed if all the exterior windows and doors are installed and the final usable floors are in place. If construction has not reached this point, do not consider the space as vacant quarters and do not enumerate it.

b. Vacant, being converted or merged—Conversion is the creation of two or more housing units from fewer units through structural alteration or change in use. A single unit may be divided into two units or three units. Merger is the combining of two or more housing units into fewer units through structural alteration or change in use. For example, two apartments may be combined into one. If the change has just started at the time of enumeration, omit the number of units which existed before the start of the conversion or merger. However, if the changed units can be identified, enumerate all units which have been created by the conversion or merger.

c. Vacant, being used for nonresidential purposes—If the unit is being used for commercial or institutional purposes, or if it is being used as storage of hay, machinery, business supplies, and the like, do not consider the unit as living quarters and do not enumerate it. However, storage of excess house furniture is not to be considered in the same nonresidential classification as storage of hay, machinery, etc. Vacant units in which excess furniture is stored should, therefore, be enumerated.

d. Vacant, to be used for nonresidential purposes—If the vacant unit is to be used for nonresidential purposes, or if it is being used as storage of hay, machinery, etc., and the unit has been vacated or the change has taken place as yet, consider the unit as living quarters and enumerate it. However, if the change or alteration has started, do not enumerate the unit.

e. Vacant, dilapidated—Enumerate vacant units even though they are dilapidated, provided they are still usable as living quarters.

f. Vacant, unfit for human habitation—If through deterioration or vandalism, most of the doors and windows of the unit are missing and the floors are unsafe, consider the unit as unit for human habitation and do not enumerate it. In cases where the unit is condemned, see par. 411. If doors and windows have been boarded up to keep them from being destroyed, they are not to be considered as missing.

g. Vacant, being demolished—If the unit is actually being demolished, do not enumerate it.

h. Vacant, to be demolished—If there is positive evidence (a sign, notice, or mark on the house or in the block) that the unit is to be demolished, do not enumerate it. If there is no such evidence, consider the unit as living quarters and enumerate it, unless it is unfit for human habitation (see par. 412).

i. Vacant, condemned—If there is positive evidence (a sign, notice, or mark on the house or in the block) that the unit is condemned for reasons of health or safety and that further occupation is prohibited, do not enumerate it. If there is no such evidence, consider the unit as living quarters and enumerate it, unless it is unfit for human habitation.

j. Vacant, abandoned—If a unit has been abandoned, enumerate it unless it is unfit for human habitation, being demolished, or condemned.
65. **Application of the Rules for Separating Housing Units**

After you apply the rules given in paragraphs 8 to 13, determine how many housing units there are as follows:

a. **Family connections as a consideration.** If the answer to the question "Do they live and eat with your family?" is "Yes," the people occupy one housing unit. People who live and eat together occupy just one housing unit, regardless of family connections.

b. **Two conditions determine "separateness."** Each separate housing unit should be listed and enumerated. An answer of "No" to the question "Do they live and eat with your family?" requires additional questions to determine whether separateness exists. If people are reported as living and eating separately, the space they occupy constitutes a separate housing unit provided it has either:
   1. Direct access from the outside or through a common hall, or
   2. A kitchen or cooking equipment which is not shared with the occupants of any other housing unit.

c. **Verifying "separateness."** If persons are reported as living and eating separately but the space they occupy does not have direct access or cooking facilities, they do not occupy separate housing units. When there is neither direct access nor cooking facilities for exclusive use, consider the space occupied by both groups as a single housing unit, even when the "No" box is checked on the Advance Census Report. Follow this rule even when the two families have already been listed on separate Advance Census Reports.

66. **Example of Housing Unit With Lodger**

An example of a situation in which only one housing unit exists but the "No" reply could be given to the question "Do they live and eat with your family?" follows. A lodger takes his meals out. He does not eat with the family who rents him a room and they do not consider that he lives with them. But he has to go through the family living room to reach his room. Having neither direct access nor cooking facilities, his room is not a separate housing unit. It is part of and should be combined with the unit of the landlord, and the lodger should be enumerated in the landlord's household.

67. **Housing Items H5 to H16 (Section D)**

Before you copy the information from the ACR to your FOSDIC book, make sure that it refers to the housing unit in which the people you have just listed are living. For example, if the respondent reports that there is an extra bedroom, but you find that he has a vacant apartment for rent on the second floor, the vacant apartment should be listed as a separate housing unit. Make the necessary corrections for the original unit before recording the information on the FOSDIC schedule. For example, correct number of rooms (H1) and any other items that might need correction. Corrections would also be needed if two Advance Census Reports are filled out for living quarters that constitute one housing unit. For example, one report is filled out for the landlord's quarters and one for a lodger who has a separate unit. The information for both should be combined on the FOSDIC schedule so that the lodger is listed as a separate housing unit, and, therefore, only one housing line is filled.

78. **Check for Other Units**

After transferring the housing items to the FOSDIC schedule, check to see if any other units on this property that must be visited. The household is asked to fill out items E1 "Does anyone live in this building or anywhere else on this property?" and E2 "As far as you know, are there any vacant apartments or vacant rooms for rent in this building or anywhere else on this property?" Whenever either one of these questions is answered "Yes," you will know that you have more units to enumerate here. Ask about the specific location of these quarters. The first question will be helpful in houses that have been converted to apartments or at addresses where there are several of three living quarters in the basement, attic, or on the rear. The second question should be asked to be sure that all vacant housing units are enumerated.

81. **Ask About Next Unit—Ninth Step (1st Part) FOSDIC Schedule**

Make inquiries at each unit about the next unit. Ask for the name of the head, the number of persons, and the best time to find someone at home. Then, if no one is at home in the next unit, you will have the information necessary for your callback record. After reviewing your scheduled callbacks, enter the best time to recall in column (8) of the Listing Book. (See par. 121 for additional instructions.)

82. **Vacant Unit—Ninth Step (2nd Part) FOSDIC Schedule**

Try to find out the name of the proper person from whom to obtain information about a vacant unit. The name and telephone number of the person who furnishes information for the unit should be noted in column (19), "Remarks," of your Listing Book.

85. **Sample Key and Address (First Step)**

You have assigned a sample key letter, A, B, C, or D to each unit in your Listing Book. Copy the key letter assigned to the unit from column (5) in the Listing Book into items P1 and H1 of the FOSDIC schedule. Copy the address from columns (11) and (12) in the Listing Book into item H2. This is the first of the nine steps on the FOSDIC schedule.

86. **How To Identify Housing Units (Second Step) "Does more than one family live in this house?"**

There are two questions printed on the FOSDIC schedule for the second step. An answer of "No" to the first question, asked to be sure that each housing unit is enumerated separately and correctly, probably means that there is only one housing unit in the house or apartment you are enumerating. But, if the answer to the second question is "Yes," ask "Do they live and eat with the family, or do they have separate quarters?"
Appendix

96. Ninth Step (2d Part)—Vacant Unit
Try to find out the name of the proper person from whom to obtain information about a vacant unit. The name and telephone number of the person who furnishes information for the unit should be noted in column (10), "Remarks," of your Listing Book.

HOW TO ENTER THE INFORMATION ON THE FOSDIC SCHEDULE

97. Organization of the FOSDIC Schedule
The permanent record of the 1960 Census of Population and Housing is the information contained on the FOSDIC schedule. The front and back pages of each schedule are divided into three sections:

a. Heading—This section has space for recording the block number (schedule 271-2 only) and the page number. Do not assign a page number to any page on which no population or housing block numbers are made. A page number should be assigned to a page on which a block number for "no population" block has been entered.

b. Population—This section has space for recording as many as 20 people. You will not enumerate that many people on a single page very often because of the rules for using the FOSDIC schedule. It will not always be possible to enumerate four housing units on a single page.

c. Housing—This section has space for as many as four housing units. Again, because of the rules for using the FOSDIC schedule, it will not always be possible to enumerate four housing units on a single page.

HOW TO DESIGNATE SAMPLE HOUSING UNITS

143. Selecting Sample Housing Units
You will help prepare for Stage II of the census by leaving the Household Questionnaire and the Individual Questionnaires at the right places and for the right persons. The following procedure will tell you which are the right places and persons.

a. Use the "Sample Key Start Letter"—Item 2 on the cover of the Listing Book for your assignment will show your "Start Letter." This is the letter, A, B, C, or D, which you are assigned to, column, of the Listing Book for the first housing unit you list.

b. Assign sample key letters—The "Start Letter" is your first sample key letter and you will assign it to the first housing unit you enter. You will enter a sample key letter in column (S) of your Listing Book for every housing unit in your assignment. You will use the four sample key letters, A, B, C, D, in alphabetical sequence. Start over again with "A" after reaching the letter "D."

151. Duties at Occupied "A" (Sample) Housing Units
a. Your first duty is to complete the enumeration of the unit on the FOSDIC schedule.

b. After that, you are to tell the respondent that additional information is needed for his household and request him to fill out and mail the Household Questionnaire to the Census District Office within three days.

c. Then, enter on the Household Questionnaire the names of all persons enumerated in the sample unit. Use a separate population section for each person. Since only one card will be entered on one questionnaire, you will have to prepare and leave individual questionnaires wherever you enumerate five or more persons.

d. Enter the ED number and the page number of the FOSDIC schedule on which the unit is enumerated in the enumerator's block on the back of the questionnaire, and also on the preaddressed envelope.

152. Duties at Vacant Sample Housing Unit
At a vacant sample unit, collect only the housing information for the FOSDIC schedule, according to your instructions, but do not leave a Household Questionnaire. Be sure to enter in the Listing Book the name and telephone number of the person or real estate company who gave you the information about the unit.

153. Duties at a Sample Unit Occupied Entirely by Nonresidents
Trust the unit in the same way you would a vacant unit. Remember to fill out IC-1's for all persons who may say that there is no one to report for them at their homes or who do not know if they will be reported.

ENUMERATION OF GROUP QUARTERS

161. Where Group Quarters Are Found
In addition to the private living quarters called "housing units," there are other types of places where people live, such as institutions, barracks, hostels, dormitories, college dormitories, Christmas inns, some of the employees of these places will have separate "housing units," but most of them will live in quarters that cannot be divided into individual "housing units." Part A gives examples of places that are considered "group quarters." Part B gives examples of places that are not considered "group quarters."
States and Small Areas

166. Summary Instructions for Enumerating Various Types of Group Quarters

The following outline summarizes the procedure for identifying the various types of group quarters. Appendices A and B give more detailed instructions on enumeration procedures in institutions and hospitals.

Type of Place

a. Institutions:
   - Prisons, jails, reformatories;
   - homes for aged, poor, or incurable;
   - children's homes or orphanages;
   - nursing or convalescent homes; mental or tuberculosis hospitals.

b. Rooming house, lodging house.

c. Boarding house, rooming house.

d. Convent, monastery.

e. Armed Forces installations, including Armed Forces hospitals and prisons.

Instructions

Most of the quarters in institutions will be group quarters. When you find completely separate housing units used as living quarters by the supervisory staff who are not in the buildings on the institutional grounds, or in the buildings housing the inmates, list each separate quarter in the same manner as all other housing units, except that in addition to the address of the unit you also enter the name and type of the institution (orphanage, nursing home, etc.). Complete the population and housing items for each housing unit, marking "house, apartment flat" in Item 3. Then combine all inmate quarters with the quarters occupied by resident staff members of the institution who do not live in housing units and list them on a single housing line as group quarters.

List as separate housing units any single living quarters occupied by persons that live or eat separately from occupants of other units, provided such quarters have either direct access or cooking facilities for exclusive use.

Treat as group quarters all shared living quarters containing five or more lodgers unrelated to the person in charge when the quarters of the individual lodgers do not meet the rules for separate housing units.

List as group quarters all housing units or houses with five or more boarders unrelated to the person in charge.

A convent or monastery constitutes group quarters except for caretaker personnel with separate quarters.

List as housing units all the separate living quarters in Armed Forces installations that are for the housing of the military. Such quarters may be located in separate residential buildings, hospitals, officer's clubs, or buildings used partly for nonresidential purposes. Enumerate these housing units in the same manner as all other housing units.

The quarters of all other occupants in Armed Forces installations are to be combined and listed on a single housing line and enumerated as group quarters, that is, all barracks, bachelor officers' quarters, base hospital wards, and transient quarters on the installation are to be combined on one line. See Appendix C for detailed instructions for enumerating military personnel.

f. Dormitory or dormitory-type group quarters (e.g., residence hall or club, sorority or fraternity house, messes' home, general hospital, etc.).

Most of the quarters of these types of places will be group quarters.

However, you may find some completely separate housing units used as living quarters by the supervisory staff in buildings containing group quarters, such as the apartments of a housemother in a college dormitory or the separate living arrangements of the management of a relief shelter. List such separate quarters in the same manner as all other housing units.

Combine the quarters of all other occupants and list them on a single housing line as group quarters.

ENUMERATION OF HOTELS, HOTELS, LODGES, YMCA'S, ETC.

ENUMERATION OF HOTELS, MOTELS, LODGES, YMCA'S, ETC.

170. Responsibility for Enumerating Hotels and Motels

Large hotels, motels, and similar places having 50 or more rooms for rent are now being enumerated by special enumerators. You will be told to skip these. For all other hotels, motels, etc., see the procedures outlined in the paragraphs that follow.

171. Procedure for Making Listing Book Entries

a. Write address and name of the hotel, motel, or similar place.

b. Determine from the manager or other responsible person:
   (1) How many rooms or suites are in the hotel, motel, etc.
   (2) How many rooms are occupied by "nontransients." "Nontransient" are persons whose usual place of residence is in the hotel, motel, etc., or persons who have no other usual place of residence. If the manager cannot determine which persons fulfill this definition, accept his understanding of "Nontransient."

c. If the number of rooms or suites occupied by "nontransient" is 75 percent or more of the total rooms or suites, consider the hotel as "nontransient."

(1) If the number occupied by "nontransient" is less than 75 percent of the total rooms or suites, consider the hotel as "transient."

172. Procedure for Enumeration of "Nontransient" Type Hotels, Motels, Etc.

a. Listing Book—List in your Listing Book every room or suite of rooms in the hotel, motel, etc., whether occupied or vacant. Each is a housing unit. List in order of room number.

d. Housing Information—Fill out a housing line on the FOSDIC schedule for every room or suite of rooms in the hotel or motel. Obtain the information from the manager. You cannot complete the housing section until you know whether the unit is "occupied" or "vacant," according to the following rules:
   (1) Occupied units—Fill the housing items specified for occupied units for each unit occupied by persons who are residents of the hotel, motel, etc.
   (2) Vacant units—Fill the housing items specified for vacant units for each unit occupied by persons with usual residence elsewhere. Write "VAC" or "VAC-UBE," as appropriate, for the vacant units.

e. Household Questionnaire—Leave a Household Questionnaire for each occupied unit (see Appendix E). Leave an addressed envelope for each unit and arrange to have the management give these forms to the occupant of the sample unit. The sample housing questionnaires for vacant units will be completed by the Census Enumerator.

173. Procedure for Enumeration of "Transient" Type Hotels, Motels, Etc.

a. Listing Book—List in your Listing Book only those rooms or suites occupied by persons who the manager regards as "nontransient." List in order of room number.

d. Housing Information
   (1) Fill a housing line on the FOSDIC schedule for each room or suite of rooms in the hotel or motel occupied by residents that is, occupied by persons who usually live here or who have no usual residence elsewhere. Obtain the information from the manager.

In your Listing Book you will have entered the rooms or suites occupied by persons the manager regarded as nontransients. You may discover that some of the rooms the manager regarded as occupied by transients are occupied by persons you will enumerate as residents. The housing units reported in your FOSDIC book must be only those occupied by persons who are residents. Cancel any rooms originally listed if you find they are not occupied by residents. Add any units not originally listed if you find the occupants are residents of this hotel. (See par. 154 for procedure to follow when additional units are found.) Cancelation or addition should be made in the Listing Book and on the FOSDIC schedule.

(3) Do not enumerate any unoccupied rooms or rooms occupied by persons with a usual residence elsewhere.

e. Leaving Sample Household Questionnaires—Leave a Household Questionnaire for each occupied unit having the sample key letter "A". Leave an addressed envelope for each unit and arrange with the management to transmit these forms to the occupant of the sample unit.

PROCEDURE IN SPECIAL SITUATIONS

174. Housing Units Temporarily Occupied by Persons Without Usual Residence Elsewhere

Occasionally, you may find a housing unit temporarily occupied by persons of whom has a usual residence elsewhere. An example is a beach cottage temporarily occupied by a family that has a usual place of residence in the city where they should be enumerated. The following procedure outlines the information required for such units:

a. Population Items—Mark sample key letter "P1" and enter "VAC-UKR" in P2. Make no further entries in the population items on the FOSDIC schedule.

d. Housing Items—Fill out the housing items that you would fill for vacant units.

TRANSCRIPTION FROM YOUR FOSDIC BOOK TO THE SAMPLE FOSDIC BOOK

177. Preparing Sample Schedules for Stage II

Paragraphs 143 to 154 tell you how to prepare for the second stage of the census by designating the sample persons and housing units. In addition, you will have the job of preparing the sample FOSDIC schedule books for the Stage II enumerators. Your Crew Leader will supply a sample FOSDIC schedule book for each ED in your assignment.

Your job is to copy all of the information for each sample housing unit and person from your Stage I FOSDIC schedule book to the sample Stage II FOSDIC book. This will be the first step in recording all the information required for sample persons and units on the same schedule.
180. What You Should Copy
You should copy to the Stage II FODIC book the housing and population information that you have entered in your Stage I FODIC book as follows:
   a. For every housing unit to which you have assigned the sample key letter "A"—copy the housing-unit line and all population lines.

POPULATION ITEMS

201. Item P5. Color or Race
Mark the appropriate circle for White, Negro, American Indian, Japanese, Chinese, or Filipino. If the person is of some other race, mark the circle "Other" and write in the specific entry, such as Korean, Hindu, Eskimo. Do not mark "Other" for purposes indicated as Mexican, Portuguese, etc. (See par. 202.) When information is not available on the Advance Census Report, you may assume the race of the unrelated persons living in the unit is the same as that of the respondent, unless you learn otherwise. It may be necessary to ask the race of unrelated persons (employees, hired hands, lodgers, etc.).

202. Definitions for Color or Race
   a. Puerto Rican, Mexicans, and other persons of Latin-American descent—These are not racial descriptions. Mark "White" for such persons unless they are definitely Negro, Indian, or other non-white race.
   b. Italians, Portuguese, Poles, Syrians, Lebanese, and other European and Near Eastern nationalities—These are not racial descriptions; mark "White" for such persons.
   c. Negroes—Mark "Negro" for Negroes and for persons of mixed white and Negro parentage. A person of mixed Indian and Negro blood should be marked "Negro," unless you know that the Indian blood very definitely predominates and that he is regarded in the community as an Indian.
   d. American Indians—Mark "American Indian" for full-blooded Indians and for persons of mixed white and Indian blood if you know the proportion of Indian blood is one-fourth or more, or that they are regarded as Indian in the community where they live.
   e. Indians—For persons originating in India (except those of European stock), mark "Other" and specify as "Hindu." If there is an entry of "Indian" on the Advance Census Report be sure you know whether the person is an American Indian or an Asian Indian.

203. Mixed Parenthood
For persons of mixed white and nonwhite races, report race of nonwhite parent. Other mixtures of nonwhite races should be reported according to the race of the father. However, note exceptions in previous paragraphs.

HOUSING ITEMS

213. Definitions of Housing Terms
In the instructions for the housing items, you will find several recurring terms or phrases that have special meanings as they are used in a census. The definitions of these terms are given in paragraphs 214 to 219.

214. Structure Defined
A structure is a separate building that either has open space on all four sides, or is separated from other structures by dividing walls that extend from ground to roof.

215. Detached and Attached Structures
A detached structure has open space on all four sides (figs. 14A through 14G). A one-unit structure is detached even if it has an adjoining shed or private garage. An attached structure has one or more vertical walls dividing it from other adjoining structures. In row houses, double houses, or houses attached to nonresidential structures, each house is a separate attached structure if the common wall between them goes from the ground to the roof (figs. 14D and 14E).

216. Inside and Outside the Structure
To be "inside the structure," equipment must be located in the same building as the housing unit you are enumerating. Such equipment may be located within the housing unit itself, or it may be in the hallway or in a room used by several units in the building. Sometimes it may even be necessary to go outdoors to reach that part of the structure in which the equipment is located. Equipment on an open porch, or enclosed by partitions on an otherwise open porch, or in the basement is "outside the structure."

217. Single-Unit and Multi-Unit Structures
A structure that contains only one housing unit is a "single-unit structure" (figs. 14A through 14E). A "multiunit structure" is a structure that contains two or more housing units (figs. 14F and 14G).

218. Determining Whether Equipment Is "For Exclusive Use"
Equipment is "For exclusive use," when it is used only by persons in one housing unit. If equipment is used by lodgers or other persons living in the housing unit, it is still "For Exclusive Use," provided that it is not also used by occupants of any other unit. When a structure contains of only one housing unit, all equipment inside the structure is "For exclusive use."

219. Determining Whether Equipment Is "Shared"
Equipment is "Shared" if it is also used by occupants of housing units other than the one you are enumerating. Equipment is also "Shared" if it is intended for use by the occupants of a unit no vacated, as well as by the unit you are enumerating or vice versa. Shared equipment may be inside one of the units or may be centrally located where it can be reached by occupants of all units that share it.

220. Items H1 and H2. Sample Key and Address
Fill both these items by copying from the appropriate Listing Book entry. The instructions for them are printed on the top of the FODIC form and in the Listing Book.

221. Item H3. Type of Housing Unit
On the basis of observation indicate the appropriate category of the housing unit as follows:
   a. House, apartment, flat—Mark this category for every housing unit you identify except trailers.
   b. Trailer—Mark this category for each occupied house trailer whether mobile or on a permanent foundation. Vacant trailers and trailers used as extra sleeping rooms are not to be enumerated (see par. 13). Where one or more rooms have been added or built on to a trailer, it should be classified as a "house, apartment, or flat." But, if only a porch or open shed has been added or temporarily attached to a trailer, put it in the "Trailer" category.

Figure 14.—Number of units in structure.
222. Item H4. Access To Unit
Decide whether or not there is direct access or on the basis of the definitions in paragraph 10.

a. Mark "direct from outside or common hall" in structures or of one housing unit. In regular apartment buildings, the access is usually direct from a common hall and this category should also be marked.

b. Mark "through another unit" for any unit whose occupants could reach through some part of another unit to reach their quarters.

223. How To Obtain Reply
Item H4 can usually be marked on the basis of observation by noting the way you come into the unit. When you do enumerate in the unit, ask how occupants reach their quarters.

224. Item H5. Kitchen and Cooking Equipment
Kitchen and cooking equipment are defined in paragraphs 11 and 40. The term "For exclusive use" is explained in paragraph 218 and the term "Shared or none" is described in paragraph 219. Using these definitions, report this information in the following manner:

a. "For exclusive use"—Mark this circle when the kitchen or cooking equipment is used by the occupants of only one housing unit. You should also mark this circle when lodgers who do not have a separate housing unit use the landlord's cooking equipment.

b. "Shared or none"—Mark this circle when the kitchen or cooking equipment is used by the occupants of two or more housing units or when there is no kitchen or cooking equipment.

225. How To Obtain Information
If you do not see the kitchen or cooking equipment, question the person being interviewed.

a. In a one-unit structure, ask whether there is a kitchen and mark "For exclusive use" if the answer is "Yes"; "Shared or none" if the answer is "No.

b. In a multi-unit structure, ask an additional question if the answer to the original question is "Yes" to determine whether the kitchen or cooking equipment is "For exclusive use" or "Shared.

226. Item H6. Condition of Unit
Item H6 calls for information about the quality of housing. It tells how many housing units are not providing adequate shelter and are, in their present condition, endangering the health, safety, or well-being of their occupants. We call such units dilapidated. For the units that are not dilapidated, we need to know if the repair in good repair and, therefore, sound; and how many are in need of repair and, therefore, deteriorating (fig. 19).

227. Use of Observation
The condition of the housing units by your own observation. Do not ask the respondents about the condition of his unit. Judge each unit by its own structural characteristics and do not be influenced by neighborhood, age of structure, or the race or color of the occupants. Look carefully at the house itself. Do not judge by pictures or other means that may be held in the immediate list and which would take the house out of the sound category.

228. Sound House Defined
In most units that are sound, you will see no defects. However, if there are some slight defects, such as those listed in paragraph 230, you should still mark the housing unit as sound. If you are a large number of slight defects, however, be sure there are no more serious defects, such as an unsafe porches, which is included in the intermediate list and which would take the house out of the sound category.

229. Types of Defects
The types of defects you are to look for were selected because they are signs of structural deficiencies which may themselves be hidden. For example, there may be rot or termite-ridden joists or beams that only an engineering survey would find. Other defects such as damage to wiring from a leaky roof would be observed only by a more careful inspection. Inspection is possible during the census. Many defects can easily be seen, however, and these will help you decide whether a unit is dilapidated or not dilapidated; and if not dilapidated, whether it is sound or deteriorating.

230. Slight Defects Defined
Slight defects are those flaws which are normally corrected during the course of regular maintenance. They do not affect the weather tightness of the housing unit nor do they endanger the safety or health of the occupants. Examples of these flaws include:

a. Lack of paint.

b. Slight damage to porch or steps.

c. Slight wearing away of mortar between bricks or masonry.

d. Small cracks in walls, plaster, or chimneys.

e. Cracked windows.

f. Slight wear on floors, doorsills, doorthframes, window sills, or window frames.

g. Broken gutters or downspouts.

231. Intermediate Defects Defined
Defects classified as intermediate indicate the need of repair if the unit is to continue to provide safe and adequate shelter. They are more serious than those corrected by normal upkeep. Examples include:

a. Holes, open cracks, rotted, loose, or missing materials in the foundation, roof, walls, floors, or ceilings, but not over a large area.

b. Shaky or unsound porch, steps, or railings.

c. Several broken or missing window panes.

d. Some rotted or loose window frames or sashes that are not a danger to anyone.

e. Broken or loose stair treads, or broken, loose, or missing risers, balusters, or railings of inside or outside stairs.

f. Deep wear on doorsills, doorthframes, outside or inside steps or floors.

g. Missing bricks or cracks in chimney which are not serious enough to be a fire hazard.

h. Makeshift chimney, such as a stovepipe or other unsanitary device, such as a fireplace, which is outside the unit or to the outside through a hole in the roof, wall, or window.

232. Critical Defects Defined
Critical defects indicate continued neglect or deep and serious damage to the structure. These defects can be corrected only by expensive repairs. In some instances they may be so serious that the structure should be torn down or rebuilt. Examples of critical defects you should look for are:

a. Holes, open cracks, or rotted, loose, or missing material (clapboard siding, shingles, brick, concrete, tile, plaster, or floorboards) over a large area of the foundation, outside walls, roof, chimney, or inside walls, floors, or ceilings.

b. Substantial sagging of floors, walls, or roof.

c. Extensive damage by storm, fire, or flood.

233. Sound House Defined
In most units that are sound, you will see no defects. However, if there are some slight defects, such as those listed in paragraph 230, you should still mark the housing unit as sound. If you are a large number of slight defects, however, be sure there are no more serious defects, such as an unsafe porches, which is included in the intermediate list and which would take the house out of the sound category.

234. Deteriorating House Defined
A deteriorating house needs more repair than would be provided in the course of regular maintenance, such as repainting, or ralling down a loose clapboard. A house is to be considered deteriorating when the flaws you see indicate a lack of proper upkeep of the unit or the building. Once a building is in the intermediate category, it is not enough to classify a house as deteriorating. Whenever repairs are needed for a building, it will continue to need adequate shelter or protection against the elements, report it as deteriorating.

235. Dilapidated House Defined
A dilapidated house must have one or more of the following types of defects:

a. One or more critical defects (figs. 26 through 31).

b. A combination of intermediate defects (figs. 32 and 33).

236. Inadequate Original Construction Defined
A unit is considered to be of inadequate original construction when it is made of makeshift materials or has been inadequately converted from a place not originally intended for living quarters.

237. Procedure To Follow in Appraising Condition
Look at the outside of the structure as you approach each house or apartment building. Is possible, as you go around and look at the outside of the structure and back as well as the front of the structure. During the course of your interview, observe the interior, if you conduct the interview inside. In multi-unit structures, always observe the condition of the halls and stairways. These are good indications of the condition of the whole structure. Report a unit as dilapidated if either the exterior or interior or both have sufficient defects to put it in the dilapidated category. When you have decided that a house is not dilapidated, remember to look for defects which will call you whether you or not to classify it as sound or deteriorating.

238. Cautions for Appraising Condition of Units
Here are some guides to help you appraise the condition of housing units (figs. 36 and 37):
b. Lack of paint—Lack of paint alone does not justify classifying a unit as deteriorating or dilapidated. You should watch for the consequences resulting from lack of paint, like rotting, rather than just the lack of recent paint. On the other hand, new paint should not keep you from examining a unit for defects.

c. Attractiveness and cleanliness—Dilapidate the degree of attractiveness or cleanliness of the house or its furnishings. Also dilapidate the level of cleanliness. An attractively decorated and spotless clean house can be dilapidated. A dirty or filthy house can be sound. Judge the structural condition of the unit, not the taste or housekeeping standards of its occupants.

d. Age of structure—The age of the structure alone does not determine its condition. Even brand new buildings of make-shift or inadequate original construction are dilapidated. Houses only 5 or 10 years old may have had exceptionally hard wear and inadequate maintenance and, therefore, may be deteriorating. Other houses built many years ago may still be sound. Old-fashioned facilities or design should not influence your judgment.

e. Brick and other masonry—Do not let the appearance of brick and other masonry walls keep you from looking at other parts of the structure.

253. Item H13. Vacancy Status

Mark item H13 for every vacant unit. This item should be marked if item J2 is marked "VAC" or "VAC-URE." This category is defined as follows:

a. For rent—Include units which are for rent and vacant units offered for rent or sale at the same time.

b. For sale only—Include units which are for sale only. An unit which is either "For sale or rent" to be reported "For rent." The following additional instructions apply to multiunit structures only:

1. (1) Individual units in a multiunit structure—In a cooperatively owned apartment building, units that are offered for sale only. However, check to determine that a unit is not for rent.

2. (2) Entire multiunit structure—When an entire multiunit structure is offered "For sale only," the individual units in it should be marked as follows:

   a. (a) If the individual vacant unit in the structure is offered for rent, report it as "For rent."

   b. (b) If the individual vacant unit is intended to be occupied by the new owner, report it as "For sale only."

   c. (c) If the individual unit is vacant because it is held for sale of the entire structure, report it as "Other vacant."

   d. Rental unit, not occupied—If any money rent has been paid or contracted for, but the renter has not yet moved in, or if the unit has recently been sold, but the new owner has not moved in, report it as "Rental, not occupied or occupied, not rented."

   e. For occasional use—If a unit is for weekend or other occasional use, mark "For occasional use."

   f. Other vacant—If a unit does not fall into any of the above classifications, report it as "Other vacant."

254. Categories Defined

a. For rent—Include units which are for rent and vacant units offered for rent or sale at the same time.

b. For sale only—Include units which are for sale only. An unit which is either "For sale or rent" to be reported "For rent." The following additional instructions apply to multiunit structures only:

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   e. For occasional use—If a unit is for weekend or other occasional use, mark "For occasional use."

   f. Other vacant—If a unit does not fall into any of the above classifications, report it as "Other vacant."

255. When To Determine Vacancy Status

Report the status of the vacant unit at the time of enumeration. Do not depend entirely on signs; ask a reliable visitor. The following are status:

a. For rent—signs may be misleading; some houses for sale are also for rent, and a house with a "For sale" sign might already have been sold.

b. For sale only—include units which are for sale only. Second circle is marked "For sale only."

256. Item H14. Description of Property

This item appears in the PH-2 POSDUC schedule only. It is to be filled only if the unit is "For rent or sale only." This category is defined as follows:

"For rent or sale only" (second circle in item H13). If neither classification applies, skip items H14 and H15.

Note: This information is also called for in text H59 on the back of the Household Questionnaire to be left in "A" units if you are using schedule PH-1.

257. Business Defined

In item H14 the term "business" means only a clearly recognizable commercial establishment, such as a restaurant, store, or filling station. If no commercial establishment exists on the property, it should be classified as having "No business."

258. Categories Defined

On the basis of observation mark the appropriate category as follows:

1. "1 unit, no business"—If the property includes only one housing unit and there is no indication that it also contains a business unit.

2. "1 unit, with business"—If there is only one housing unit on the property and, in addition, you observe a business unit which is part of the same property.

3. "2 or more units"—If there are two or more housing units in the structure or, if there is only one unit in the structure but other housing units on the property.

259. When To Ask Additional Questions

In order to be sure you enumerate all housing units, you will have to find out whether there are any additional housing units, or a separate structure, on the property. (See para. 78 and 84). Therefore, the only time you will need to ask additional questions is when the item is marked "Business" in item H14. When you are enumerating a property with one housing unit and observe an adjoining business structure which might be part of the same property or if, in doubt, ask whether the business unit is part of the same property, and then mark "1 unit, with business." If no business, mark "1 unit, no business," as appropriate.

260. Instructions for Housing Items To Be Completed At All Occupied "A" Units

Instructions in paragraph 151e for completing housing items on the Household Questionnaire (PH-1) or POSDUC outline your duties at occupied "A" units. Among these duties you are to complete one or more housing items. Instructions for these items are given in paragraph 267.

261. Item H20. Number of Units in Structure

Obtain a count of all units, whether vacant or occupied, in the structure containing the sample unit or units.

262. Instructions for Housing Items To Be Completed At All Occupied "A" Units In Structures Containing 5 or More Units

If there are 5 or more units in the structure, you should also complete the questionnaire items listed below. Although tenants in apartment houses will know what they use for cooking (item H22, col. B), they cannot answer questions about the structure was built, or how it is heated. The instructions for these questions usually is the resident owner, manager, agent or janitor.

a. Item H20. About what was this house originally built?

b. Item H21. How is your house or apartment heated?

c. Item H22. Questions on fuel used for heating and water.
HOUSING UNITS ARE EITHER—
DILAPIDATED OR NOT DILAPIDATED

*Figure 16.*—
DILAPIDATED houses no longer provide safe and adequate shelter.

*Figure 17.*—Houses that are NOT DILAPIDATED are either—

(a) SOUND and well maintained

or

(b) DETERIORATING and in need of repair
Figure 18. — NO VISIBLE DEFECTS or—

Figure 19. — Only SLIGHT DEFECTS that are easily taken care of by regular upkeep—such as a loose bit of siding or a rusted gutter.
Houses are DETERIORATING if they have—
ONE OR MORE INTERMEDIATE DEFECTS

Figure 20.—A shaky and unsafe porch and steps.

Figure 21.—A small area of loose shingles.
Other INTERMEDIATE DEFECTS include—

*Figure 22.*—A loose window frame and loose bricks over a small area.

*Figure 23.*—Deep wear on floors and door sills.
These DETERIORATING houses show INTERMEDIATE DEFECTS

Figure 24. — A shaky porch and a small area of missing material near the foundation.

Figure 25. — Lack of paint alone is only a slight defect, but continued neglect of painting may result in more serious defects—such as rotting window sills and deep wear on porch and steps. Also the chimney of this house is sagging.
Houses are DILAPIDATED if they have—

ONE OR MORE CRITICAL DEFECTS

*Figure 26.*—A bulging wall.

*Figure 27.*—A large area of missing plaster.
Other CRITICAL DEFECTS include—

**Figure 28.**—A deep hole in the foundation and missing siding.

**Figure 29.**—A large area of loose and rotted siding. Look carefully at other parts of the structure when you see artificial covering on outside walls.
These DILAPIDATED houses show CRITICAL DEFECTS—

![Figure 30](image)

*Figure 30.*—Noticeable sagging is a CRITICAL DEFECT.

![Figure 31](image)

*Figure 31.*—Extensive damage by fire or storm makes a house dilapidated.
Houses are DILAPIDATED if they have—

A COMBINATION OF INTERMEDIATE DEFECTS
so that they no longer provide adequate shelter

Figure 32.—These intermediate defects in chimney, flashing, and wall, when combined, are indications of other defects throughout the structure.

Figure 33.—Missing shingles, loose clapboards, porch damage, and a slight sag at the back of the house, call for extensive repairs. In combination, they are evidence of inadequate and unsafe housing.
Houses are DILAPIDATED if they are of—
INADEQUATE ORIGINAL CONSTRUCTION

Figure 34. —Makeshift material and makeshift chimney.

Figure 35.—Inadequate conversion of a shed not intended for living purposes.
CAUTIONS in appraising condition—

Figure 36. — Not all houses with artificial siding are dilapidated as in figure 29. Many have been restored and are sound. Judge each house on its own merits—not by the neighborhood or by the race or color of the occupants.

Figure 37. — Observe brick or other masonry structures carefully—both inside and out. These cracks and sagging window sills are critical defects because they are signs of structural damage you cannot see. They also indicate broken plaster and sagging floors inside. This is a dilapidated house.