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Publisher's version / Version de l'éditeur:

<https://doi.org/10.4224/40001581>

Bibliography (National Research Council of Canada. Division Of Building Research); no. BIBL-28, 1970-03-01

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abutment • alcove • alignment • apartment • arch • area • ashlar • attic • batten • bay • bearing • bevel • board • bond • brace
 brick • building • bulkhead • bungalow • caisson • causeway • ceiling • cellar • cement • ceramic • chimney • clay • concrete
 construction • course • decay • deck • design • dimension • door • dormer • dovetailing • dowel • dwelling • earth • eave • efflorescence
 electrical • elevation • finish • flashing • floor • flush • footing • foundation • frame • framing • gable • gauge • grade • grain • ground
 group • gutter • gypsum • hardwood • lead • leveling • height • lining • insulation • interior • jamb • joint • knot • laminated
 lath • lintel • louver • lumber • masonry • meter • modular • moisture • mortar • moulding • mullion • nails • orientation • point • panel
 parapet • partition • pediment • pier • pigment • pitch • plan • plaster • plumbing • plywood • prefabricated • quoins • rafter
 reinforced • reveal • roof • sand • sheathing • specification • stress • vermiculite • wallboard • weathering • window • wire • wood

BIBLIOGRAPHY

OUT-OF-PRINT

ANNOTATED BIBLIOGRAPHY

ANALYZED

ON

CONSTRUCTION MANAGEMENT AND SITE CONTROL

by

J. K. Latta

Revised by Y. Fortier

BUILDING RESEARCH
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44080

(Superseding Bibliography No. 28
of May 1964)

Ottawa, March 1970

3330824

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28

Copies of articles listed in this Bibliography may be obtained, in general, through the photocopying service of the National Research Council of Canada. The cost of copies prepared by the Xerox method is \$0.10 per sheet with a minimum charge of \$0.50. (This process does not reproduce photographs and halftones clearly.) Microfilms (35mm) are also available on request; the rate for this service is \$0.15 for 10 exposures or fraction thereof with a minimum charge of \$1.00. A discount will be allowed to the libraries of Canadian Universities. Requests for copies of articles should be addressed to the Interlibrary Loan and Photocopying Service, National Science Library, National Research Council of Canada, Sussex Drive, Ottawa 2, Canada. Remittances can be made by cash (stamps are not acceptable), money order, or cheque (made payable at par in Ottawa. credit National Research Council).

INTRODUCTORY NOTE

An expanding economy will necessitate a large amount of new construction and it is probable that the resources of the construction industry will not grow to the same extent. Thus these resources will have to be utilized more effectively and the level of productivity raised. Many different methods such as prefabrication and new designs can and will be used to achieve this end but major improvement can be made relatively simply through the use of modern methods of management. These methods can be applied in various ways, both in the office and on the site. In addition to increasing productivity they help a firm to control its activities and increase the return on the investment put into it. This bibliography has been prepared to assist those who wish to obtain information on construction management and site control. It is restricted to books and reports and does not include the many articles published in technical and other magazines.

The items listed in this bibliography are divided into sections according to subject matter. The same sections have been used as for the 1964 edition, but the added references have been listed in alphabetical order rather than chronologically as in the previous edition.

The first section, under the heading "General," contains those publications that deal with a broad range of management and site techniques and also those that contain discussions of basic principles of business organization. Two Canadian books have been added to the section on "Law;" the other books in this section should be used with discretion. Similarly, the site and business methods described in books published abroad may have to be adapted to Canadian conditions. The section devoted to "Work Study, Operational Research, and Statistics" covers subjects not always considered as applicable to the construction industry, but examination of some of the references will show that these techniques are being adapted from industrial applications to the needs of construction. Scheduling and programming by the Critical Path Method has not been included since it is the subject of Bibliography No. 27 of the Division of Building Research.

Although much useful information is contained in books published prior to 1950, this year has been adopted as an arbitrary cut-off date to restrict the bibliography to the more up-to-date material and also to keep it to a reasonable length.

Most of the publications listed are contained in the library of the Division of Building Research where they can be examined at any time. They can also be sent on loan to interested members of the construction industry but such loans must necessarily be for short periods only.

This Bibliography was up-dated by Yves Fortier, who worked with the Division of Building Research Construction Section during the summer of 1969.

A. GENERAL - Management and Site Techniques, Business and Office Methods

ENGINEERING CONTRACTS AND SPECIFICATIONS

R.W. Abbett. John Wiley & Sons Inc., New York, 4th Edition, 1964,
461p.

Provides a comprehensive and straightforward account of the administration of civil engineering contracts, both from business and legal aspects.

CONSTRUCTION MANAGEMENT FOR CIVIL ENGINEERS

J.H.W. Turner. C.R. Books Ltd., London, England, 1963, 192p.

An explanatory text of the techniques of management written without use of the jargon. Deals with the nature of civil engineering, the nature of management, types of contract, planning, organizing, controlling, and retrospect and prospect.

BUILDING MANAGEMENT NOTEBOOK

The Institute of Builders, London, England, 1962, 79p.

Primarily a guide for a systematic approach to teaching the syllabus of the Final Part II of the Institute of Builders but also of great value to practicing managers. Covers the principles of management as well as practice of construction site layout and organization, work study, office methods, etc. Has a bibliography.

THE CORPORATE PLANNING PROCESS

Melville G. Branch. American Management Association, New York, 1962,
253p.

Explains the overall process of planning with the intent of showing the underlying principles on which a sound business structure is built rather than the detail of an individual situation.

MANAGEMENT IN THE LIGHT CONSTRUCTION INDUSTRY

A Study of Contractors in Southern California

James Gillies and Frank Mittelbach. University of California, Los Angeles, Calif., 1962, 109p.

An extensive discussion of the factors affecting the organization of construction firms and of the organizational structures set up in response to these factors. It is concluded that the incorporation of nonconstruction activities and greater product diversification in individual firms will require more sophisticated general management. Some firms have begun to realize that managers must have more than technical ability and now treat technical problems merely as one of many that have to be solved.

PRODUCTION AND PLANNING APPLIED TO BUILDING

R.J. Hollins. George Godwin Ltd., London, England, 1962, 141p.

A guide for senior graduate students and executives of medium-size building firms who have to formulate policies and procedures in order to improve the efficiency of their organization. Covers policy, pre-contract planning, short-term planning, weekly site planning, financial budgets, incentives, and managerial leadership. Has a bibliography.

SUCCESSFUL MANAGEMENT FOR CONTRACTORS

Laurence C. Miller. McGraw-Hill Book Co. Inc., New York, 1962, 216p.

Primarily intended to help the small contractor to improve his organization and operations. Has much information on keeping records, programming with CPM, operating forms, etc.

SUGGESTED MANAGEMENT GUIDES

A practical guide for large companies and others who are interested in helping the small businessman improve his management skills.

H. Earl Sangston. U.S. Small Business Administration, Washington, 1962, 308p.

Guidance for large companies who operate management guidance and assistance programs to help their small suppliers, distributors and dealers.

PAPERWORK MANAGEMENT

A manual of workload reduction techniques

H. John Ross. Office Research Institute, South Miami, 1961, 349p.

Discusses the subject of records at length and shows how to manage them, what to retain and what to dispose of. Contains a bibliography.

CONSTRUCTION CONTRACTING

Richard H. Clough. John Wiley & Sons Inc., New York, 1960, 382p.

Discusses the management functions of organizing, staffing, directing, planning and controlling. Also such matters as construction insurance, contract bonds and labour legislation. Has references and supplementary reading at the end of each chapter.

HANDBOOK OF HEAVY CONSTRUCTION

Frank W. Stubbs, Jr., Editor-in-Chief. McGraw-Hill Book Co. Inc., New York, 1959, 1040p.

Written as a reference book of practical information and data. Has sections on excavation and transportation, concrete, steel, timber, highways, pipelines, foundations, miscellaneous equipment and operations, and general which covers organization.

RESIDENTIAL CONSTRUCTION MANAGEMENT

Ernest L. Buckley. John Wiley & Sons Inc., New York, 1959, 193p.

Discusses the application of the principles of business management to the housing industry. Covers builder's organization, land development, project preparation, scheduling, procurement and material control, sub-contracts, sales promotion, and cost accounting.

BUILDING CONSTRUCTION HANDBOOK

F.S. Merritt, McGraw-Hill Book Co. Inc., New York, 1958, 906p.

Written by twenty-five authorities in the fields of architecture, engineering and contracting. Includes sections on estimating construction costs, construction management, specifications, insurance and bonds. Includes bibliographies.

METHODS FOR OBTAINING CONSTRUCTION ECONOMY

U.S. Atomic Energy Commission, Washington, D.C., 1957, 20p.

A pamphlet which is intended to supplement Chapter 6404 of the AEC Manual, Management Techniques for Construction Economy, by outlining a foreman training program. Also covers a construction economy program and the measurement of labour productivity.

CONSTRUCTION PLANNING, EQUIPMENT, AND METHODS

R.L. Peurifoy, McGraw-Hill Book Co. Inc., New York, 1956, 534p.

Written to show how engineering analyses can be applied to construction so that the correct item of equipment and the best method can be selected for any job. Has a chapter on job planning and management, and bibliographies at the end of many chapters.

MANUAL OF BUSINESS FORMS

Wallace B. Sadanskas. Office Publications Co., New York, 1955, 194p. (including advertising).

How to design and use the tremendous number of different types of forms now used in business.

PRACTICAL BUSINESS SYSTEMS FOR BUILDERS

The Practical Builder, Chicago, 1955, 307p.

A loose-leaf folder of information on legal, income tax, finance, estimating, accounting, purchasing, scheduling and supervision methods.

BUSINESS MANAGEMENT HANDBOOK

Edited by J.K. Lasser. McGraw-Hill Book Co. Inc., New York, 1954, 809p.

Twenty chapters of information about business problems such as organization, finance, risk capital, markets, insurance, etc., each written by an authority on the subject.

CONSTRUCTION METHODS AND MACHINERY

F.H. Kellogg. Prentice-Hall Inc., New York, 1954, 415p.

Part I Operational Management

Part II Machinery

Part III Construction Methods

Many basic principles are given as well as accounts of more specific items. Has a bibliography.

A REVIEW OF PRODUCTIVITY IN THE BUILDING INDUSTRY

The British Productivity Council, London, England, 1954, 47p.

Reviews some of the steps taken by the building industry to deal with its problems. Emphasizes the urgency of applying pre-planning and standardization as well as team work.

DESIGN AND CONTROL OF BUSINESS FORMS

Frank M. Knox (National Office Management Association series in office management). McGraw-Hill Book Co. Inc., New York, 1952, 219p.

Spotlights the business form as a primary controlling factor in clerical expenses and shows how to plan, procure and control them to promote efficiency and economy.

BUSINESS OF HOME BUILDING

B.K. Johnstone and C.E. Joern, McGraw-Hill Book Co. Inc., New York, 1950, 289p.

Reviews various aspects of the building industry from the point of view of the small builder. Contains chapters on job organization, operating costs and cost control.

A BLUEPRINT FOR PROFIT

Canadian Gypsum Co., Ltd., 146p.

Prepared by a firm of management consultants with the assistance of many organizations to help the residential builder to understand the principles of sound business management.

Added March 1970 revision:

Building Administration. D.E. Warland. University of London Press Ltd., Warwick Square, London, EC4. 1962. 192p.

The book is concerned with the methods of organization and control applicable to the average building contractor's business.

Building Economy: Design, Production and Organization: a Synoptic View. P.A. Stone. Pergamon, New York. 1967. 259p.

The book discusses the forms of construction used today, the methods of productions, and organizational techniques employed in the industry.

Business Policy: Text and Cases. Edmund P. Learned, et al. Richard D. Irwin, Inc., Homewood Ill. 1965. 1068p.

A presentation of case histories from a variety of businesses designed to help the student or businessman develop the knowledge, attitudes, and skills necessary to deal with broad corporate policy. The accompanying text discusses the steps involved in formulating and implementing corporate strategy.

Business, Society, and the Individual. George Albert Smith. Richard D. Irwin, Inc. Homewood Ill. 1962. 762p.

Discusses ethical problems that arise in a private-enterprise society, particularly problems dealing with policy-making and administration when both economic and uneconomic (moral, personal, social, political) factors are involved.

Communications in the Building Industry. The Report of a Pilot Study. Gurth Higgin and Neil Jessop. Tavistock Publications, London. 1965. 125p.

The survey of the communication procedures employed in a building project through its various phases - from the client's decision to build to completion of construction and settlement of final account - reveals an interlocking complex of roles, relationships, and responsibilities.

Construction and Professional Management. H. Rubey and W. W. Milner. MacMillan, New York. 1966. 306p.

A comprehensive introductory text covering all construction activities from the management viewpoint: planning, bidding, scheduling, controlling a project.

Construction Company Organization and Management. George E. Deatherage. McGraw-Hill, New York. 1964. 316p.

This book covers all functions, including contracting, with special emphasis on those functions that have a direct bearing on production costs and profits.

Construction Lending Guide; Handbook of House Building Design and Construction. McGraw-Hill, New York. 1966. 650p.

The book was initially developed for use by savings and loan associations and co-operative banks. It contains an accumulation of information on a wide range of topics into a single reference source.

The sections of the volume are:

1 - Land Planning, 2 - Design, 3 - Construction, 4 - Appraising, 5 - Construction Loan Procedures.

Construction Office Administration. George E. Deatherage. McGraw-Hill, New York. 1964, 309p.

This book provides a detailed treatment of the functions needed for the effective and efficient operation of a construction company office.

Construction Scheduling and Control. George E. Deatherage. McGraw-Hill, New York. 1965. 316p.

Covers in detail all aspects of construction management that contribute directly to a successful conclusion of a project.

Control and Management of Capital Projects. John W. Hackney. John Wiley and Sons, Inc., New York. 1966. 305p.

Dynamic estimating, control and management by owner corporations of the cost, time and value of engineering-construction projects.

Form Design and Control. Julius B. Kaiser. American Management Association Inc., New York. 1968. 773p.

This source book offers 60 model forms for various companies to demonstrate how to keep records, design and management economically concise and effective.

A Handbook and Reference Source for the Technical-Professional. Herman M. Weisman. John Wiley and Sons, Inc. New York. 1968. 218p.

For scientists and engineers, this basic guide to letter writing is designed to help technical executives understand the principles and

master the techniques of communicating by letter or memo with maximum clarity and effort. A guide to grammar, punctuation and usage; a bibliography; and an index are also provided.

Handbook of Mechanical Specifications for Buildings and Plants; a Checklist for Engineers and Architects. R.H. Emerick, McGraw-Hill, New York. 1966. 482p.

This is a complete guide to specification writing. All the crucial items that must be included relative to any and every type of mechanical equipment are presented in concise, checklist form.

How to Prepare for Management Responsibilities. Compiled and edited by Clayton A. Umbach, Jr. Gulf Publishing Company, Box 2608, Houston, 1, Texas. 1962. 275p.

A self-help guide for the engineer who expects to become a manager or who already has been promoted to a managerial position. Among the topics covered are communications, human relations, hiring, promotions, streamlining the work load, and salary administration.

Management Decision Making. Max D. Richards and Paul S. Greenlaw. Richard D. Irwin, Inc. Homewood, Ill. 1966. 564p.

Integrates traditional management concepts with current knowledge from the behavioural sciences about organizational behaviour and trends in quantitative approaches to organizational planning. Over-all emphasis is on analysis of problem-solving approaches as they relate to key decision variables.

Management in Civil Engineering. E.A. Parsons, D.M. O'Herlihy, R.H. Rowe. E. and F.N. Spon Ltd., London. 1965. 150p.

This book, considering the civil engineer in the three roles of consulting engineer, municipal engineer and contractor, concentrates the reader's attention on the civil engineer's main functions: to translate the community's needs for services into public structures.

Management Techniques Applied to the Construction Industry. R. Oxley and J. Poskitt. Crosby Lockwood, London. 1968. 145p.

The concern of this book is the application of management techniques to problems occurring in industry. It is assumed that readers are familiar with the basic techniques.

Modern Business, Filing and Archives. Robert L. Collison. Ernest Benn Limited, London. 1963. 237p.

This book covers the whole field, from filing and indexing methods to the final disposal of documents. All filing problems affecting businessmen are kept in mind: financial, legal, space, staff and future needs.

Modern Records Management: a Basic Guide to Records Control, Filing, and Information Retrieval. Emmett J. Leahy and Christopher A. Cameron. McGraw-Hill, New York. 1965. 236p.

An outline of effective techniques for the management and control of records: how to initiate an effective records-management program, how to develop a records-retention schedule, and how to create a network system of file stations to eliminate needless duplication. Also included are suggestions on how to make better use of existing filing equipment and supplies.

Office Operations Improvements; How to Cut Costs and Improve Morale. Bruce Payne and David D. Swett, American Management Association, New York. 1967. 143p.

Outlines a profit-oriented program designed to streamline office procedures and make a substantial impact on costs. Rather than a crash program, the book offers a total approach to cost reduction and tells how to:

1. Choose the most effective way to measure clerical employees' productivity;
2. Gain full support for the program at all levels of management and from all employees;
3. Apply the program's results to heighten morale, maximize productivity and establish continuing control over costs.

Practical Tables for Building Construction. Norman Foster. McGraw-Hill, New York. 1963. 248p.

No production data are given but tables are included concerning earth-work, concrete, masonry, plaster, carpentry and lumber, and roofing and siding.

Principles and Practices of Heavy Construction. R. C. Smith. Prentice Hall Inc., Englewood Cliffs, New Jersey. 1967. 343p.

The book presents the logical sequence of steps involved in the construction of permanent buildings using heavy materials.

Principles of Construction Management for Engineers and Managers.

R. Pilcher. McGraw-Hill, New York. 382p.

A complete and self-supporting course in itself, with problems and bibliography for further reading, the book is based on current practices, enlarged where necessary, by theoretical arguments. Special attention is paid to the economics of construction work.

Problems and Efficiency in the Management of Engineering Projects;

Proceedings of the Symposium held on Tuesday, 5 April 1966.

Edited by S. Wearne and M. T. Cunningham, University of Manchester Institute of Science and Technology, Sackville Street, Manchester 1. 100p.

This volume contains the five papers, the record of the discussion and further comments received in writing, the authors' replies and a summary by the Rapporteur.

Quantitative Controls for Business: an Introduction. John T. O'Neil,

Loring C. Farwell and F. Virgil Boyd, Richard D. Irwin, Inc., Homewood, Ill. 1965. 473p.

Deals with three specific aspects of business management - accounting, statistics, and financial management - and shows how an integrated approach to them can lead to successful business decisions. Includes chapters on standards for controlling performance, quantitative considerations, basic accounting concepts, and systems for analyzing business data. Cases follow each chapter.

Readings In Management Landmarks and New Frontiers. Ernest Dale,

McGraw-Hill, New York. 1965. 516p.

The book is concerned with the manifold aspects of management, such as its nature, behaviour, development, process, decision making, quantifraction, internationalization, and prospects.

Records Management Step-by-Step. August H. Blegen. Office Publications,

Inc., Stamford, Conn. 1965. 140p.

Designed to help solve growing records-management problems, this book describes a system for the efficient collection, inventory, and retrieval of company records. It also describes how to set retention schedules and how to supervise and operate a records-management program. Included is a rundown on costs for equipment, supplies, and clerical help.

Small Business Management: A Casebook. W. Arnold Hosmer, Frank L. Tucker, and Arnold C. Cooper. Richard D. Irwin, Inc., Homewood Ill. 1966. 605p.

Cases illustrate the problems, strategies, and potentials of small and now new business enterprises at various stages of development. Also included is a discussion of career opportunities, financing problems, and legal questions.

B. LAW

EMDEN AND WATSON'S BUILDING CONTRACTS AND PRACTICE
6th Edition by William H. Gill. Butterworth & Co. (Publishers) Ltd.,
London, England, 1962, 499p.

An exhaustive discussion of the legal relationships between the architect, contractor and employer with reference to hundreds of cases.

IT'S THE LAW!

Recognizing and Handling the Legal Problems of Private and Public Construction

Bernard Tomson. Channel Press, Great Neck, N.Y., 1960, 436p.

- Part I Statutes regulating the practice of Architecture, Engineering and Construction;
- Part II Organization and business problems;
- Part III Architect, Engineer, Contractor and Owner - the employment relation;
- Part IV Rights and liabilities of Architects, Engineers and Contractors;
- Part V Restrictions upon the use of property.

LEGAL ASPECTS OF CONSTRUCTION

Walter C. Sadler. McGraw-Hill Book Co. Inc., New York, 1959, 387p.

Intended to help the contractor to avoid legal entanglements by giving him a better appreciation of the proper business relationships between the various parties on a project. Has a special part dealing with problems of boundaries, foundations and damages.

THE JOINT AND SEVERAL RESPONSIBILITY OF ARCHITECTS, ENGINEERS AND BUILDERS

Walter S. Johnson. Wilson & Lafleur, Montreal, 1955, 215p.

A survey of article 1688 of Quebec law.

Added March 1970 revision:

Building Law. J. Lewis Allman, London. 1966. 190p.

The book presents an outline to legal matters that touch upon the work of builders, surveyors and architects and points out the basic principles that underlie the solutions to such matters.

Building Law Illustrated: Guide to Practice. B. G. Phillips. Barnes and Noble, New York. 1968. 220p.

A concise guide to building legislation as it affects architects, builders, and local government officers.

Canadian Building Contracts. Immanuel Goldsmith, The Carswell Company Limited, Toronto. 1968. 215p.

The law dealt with in the book is that of the common law provinces. Although the law finds its basis in the English legal system, Canadian jurisprudence has been drawn upon.

The Disloyal Employee. Lawrence Stessin and Ira Wit, Man and Manager, Inc., New York. 1967. 136p.

An analysis of court cases and rulings on employer rights, responsibilities and restrictions in dealing with employees whose activities might harm the firm.

Engineering Law and the I. C. E. Contracts. M. W. Abrahamson, G. R. Brooks, London, Eng. 1965. 276p.

The book supplies a practical, readable guide to the Institution of Civil Engineers contract forms, allowing specially for the differences between engineering and building work.

Government Contracts Handbook. Gilbert A. Cunco. Machinery and Allied Products Institute (and Council for Technological Advancement). 1200 18 St., N. W., Washington 6, D. C. 1962. 384p.

Intended as a working handbook for the manager as the company legal advisor who is charged with the administration of government contract work. Among the subjects covered are the basic considerations in seeking government contracts, methods of procurement, types of contracts, contract financing, price adjustments, and cost principles.

Hudson's Building and Engineering Contracts (9th Edition). I. N. Duncan Wallace. Sweet and Maxwell, London, Eng. 1965.

While illustrating propositions of law by citations of cases and discussing practical points with considerable care, the book also explains the voluntary principles of the law of contracts.

Law For Executives. Edited by Russell F. Moore. American Management Association. 1968. 300p.

To help the layman recognize legal trouble spots and know when to call in corporate counsel, this book presents some of the basic

principles of law, recent case decisions and recent changes in the statutes affecting product liability, restrictive trade practices, pricing, packaging, protection of trade secrets and personal liability of corporate directors and officers, among other areas of concern to the business manager.

Legal aspects of architectural practice. 2d ed. Ontario Association of Architects, Toronto. 1969. 137p.

This book is designed to help those architects seeking information on many pertinent subjects including professional practice, building services, specifications, contract administration and inspection, accounting, finance, development and appraisal.

C. ACCOUNTING AND FINANCE

BETTER PURCHASING SAVES MONEY

G.J. Stout, J.W. Caldwell, C.R. Moss. Pennsylvania State University, Better Building Report No. 3, 1959, 12p.

Shows how to buy wisely and obtain good prices, how to build up a good financial reputation, and how to keep control of stock.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES FOR CONTRACTORS

American Institute of Certified Public Accountants, New York, 1959, 31p.

Does not give detailed information as to how to keep accounts but rather summarizes the underlying principles so that greater uniformity can be achieved.

GUIDES FOR BUSINESS ANALYSIS AND PROFIT EVALUATION

U.S. Department of Commerce, Business and Defence Services Administration, Washington, D.C., 1959, 76p.

Points out the type of information available from both government and private sources and shows how such data can be analyzed to provide insight into business operations and problems. Emphasis is given to the use of operating and financial ratios, but other management tools are also described. Directed primarily to the servicing and distributive trades but much of the information is applicable to industrial concerns.

MANAGEMENT AND FINANCIAL CONTROLS FOR HOME BUILDERS

Maurice Seldin, George F. Bloom. Limited number of copies from Bureau of Business Research, Indiana University, Bloomington, 1961, 67p. Summaries from U.S. Small Business Administration, Washington, D.C.

The profitability of a business can be improved through effective management which necessitates suitable controls. The report provides practical assistance by showing how to develop controls and how to use them.

SUGGESTED GUIDE FOR FIELD COST ACCOUNTING FOR BUILDING CONTRACTORS

Associated General Contractors of America, Washington, D.C., 1961, 46p.

CONSTRUCTION ACCOUNTING AND FINANCIAL MANAGEMENT

W.E. Coombs. Dodge, New York, 1958, 488p.

Relates accounting and record keeping to the size of the firm and the type of job being contracted.

PRACTICAL ACCOUNTING AND COST KEEPING FOR CONTRACTORS

Frank R. Walker. Frank R. Walker Co., Chicago, 5th Edition 1957,
255p.

Explains the proper methods of keeping records of times and costs from the preparation of the bid through to the completion of the job.

CONSTRUCTION FINANCING FOR THE HOME BUILDER

Neal MacGiehan. Housing and Home Finance Agency, Washington, D.C.,
1953, 128p.

A practical guide to the procedures of financing. The principles presented probably will prevail for a long time although the details of specific loans available in the U.S. at the time of writing will change.

RECORD KEEPING FOR THE SMALL HOME BUILDER

R.L. Brummert, D.A. Thomas. U.S. Housing and Home Finance Agency,
Government Printing Office, Washington, 1952, 85p.

Designed especially for the builder whose bookkeeping facilities are limited to his own part-time work or to reliance on a member of his family.

CONSTRUCTION COST CONTROL

American Society of Civil Engineers, New York, 1951, 62p.

A basic system of accounting and cost control which includes discussion of organization of construction work, and analyses of various costs.

ACCOUNTING METHODS FOR THE SMALL BUILDER

National Federation of Building Trades Employers, London, England,
39p.

Intended to help the builder with information about costing the work and charging clients accounts, and also with how to obtain the management information needed to control his activities.

Added March 1970 revision:

Accounting Methods and Controls for the Construction Industry. Harry W. Wolkstein, Prentice-Hall Inc., Englewood Cliffs, N.J. 1967. 296p.

This book was written to give accountants an up-to-date source book for understanding the peculiarities of the construction contractor's accounting system and contract cost system, as well as the unusual fiscal problems faced by the construction contractor.

Building Accounts by Electronic Computer. (Translation by J. Scott of Die Bauabrechnung mit elektronischen Datenverarbeitungsanlagen, by B. Günther. Architekt und Ingenieur, 1965, Vol. 16, #7, p 5-12). Ministry of Public Building and Works Library, Lambeth Bridge House, London, S. E. 1. Translation #306, 1965. 11p.

Introduces the accounting business to the computer uses.

Contractor or Manipulator. Andrew Sokol, Jr. Univ. of Miami Press, Drawer 9088, Coral Gables, Florida. 1968. 227p.

The book is an enlightening, fundamental manual on construction and mortgage financing.

Management Accounting Principles. Robert N. Anthony. Richard D. Irwin, Inc. Homewood, Ill. 1965. 444p.

Accounting from the viewpoint of the manager. Explains the underlying structure of accounting, and discusses not only financial statements but also accounting in management control and in the decision - making process.

Management Goals and Accounting for Control. Yuji Ijiri. Rand McNally and Company, Chicago, Ill. 1965. 191p.

Analyzes the problem of coordinating the planning processes and the control accounting processes in an organization. Only simple mathematical formulae are used in the text with proofs and deeper analyses included in appendixes and references.

Managerial Accounting in the Small Company. John D. Dale, Reinhold Publishing Corporation, New York. 1961. 181p.

This book provides a statement of principles and a demonstration of how to apply them for the profitable management of materials, manpower, and money in several kinds of small businesses. Managerial accounting is concerned with forward planning and control of operations with profit making and cost control, as distinct from financial accounting which is primarily historical in nature.

A New Bookkeeping System Designed for Small Builders. Kenneth Lavery, C. A., Reprint from National Builder, 1960. 16p.

Simple and complete bookkeeping systems designed especially for builders who keep their own books.

D. ESTIMATING AND COST DATA

BUILDING CONSTRUCTION COST DATA

R.S. Means. R.S. Means Co., Duxbury, Mass., 22nd Annual Edition
1964, 143p.

Unit prices for rough estimating.

THE BUILDING ESTIMATOR'S REFERENCE BOOK

Edited by McClurg, Shoemaker and McClurg. Frank R. Walker Co.,
Chicago, 15th Edition 1963, 1652p.

A reference book for contractors and estimators engaged in
estimating the cost of, and constructing all classes of modern
building.

ELEMENTS OF QUANTITY SURVEYING

Arthur J. Willis. Crosby Lockwood & Son Ltd., London, England,
5th Edition 1963, 278p.

Avoids going into specific rules for preparing a bill of quantities
since these are covered by the Standard Method of Measurement of
Building Works. Concentrates rather on the basic principles behind
these rules.

STANDARD METHOD OF MEASUREMENT OF BUILDING WORKS

Authorized by Agreement between the Royal Institution of Chartered
Surveyors and the National Federation of Building Trades Employers,
London, England, 5th Edition 1963, 108p.

Itemizes the subject according to trades. Embodies the essentials
of good practice.

CONSTRUCTION ESTIMATES FROM TAKE-OFF TO BID

N. Foster. F.W. Dodge Corporation, New York, 1961, 246p.

Gives step-by-step instructions for preparing an estimate
including excavation, concrete reinforcing steel, structural
steel, masonry, carpentry, alteration work, job overhead and
subcontractor's bids. A complete take-off for a \$900,000. job
is given, showing how the procedures are applied.

CONSTRUCTION ESTIMATES AND COSTS

H.E. Pulver. McGraw-Hill Book Co. Inc., New York, 3rd Edition 1960,
617p.

Describes the methods of estimating all phases of light and heavy
construction work. Has chapters on management, plant and equip-
ment, and overhead and profit.

HOW TO ESTIMATE BUILDING LOSSES AND CONSTRUCTION COSTS

Paul I. Thomas. Prentice-Hall Inc., Englewood Cliffs, N.J., 1960, 419p.

Written primarily for the insurance adjuster who must estimate the extent of the damage and the cost of repair. Explains the nature of the damage which various materials will suffer from various causes and gives an account of the procedures which the different trades will have to carry out to effect the repair.

THE APPLIED SCIENCE OF ESTIMATING

Frank W. Downs. Frank W. Downs, Burbank, Calif., 1959, 139p.

Detailing the systems of budgetary estimating for architects, engineers or construction personnel and outlining the charts and forms necessary for compiling and pricing a competitive estimate.

BUILDING CONSTRUCTION ESTIMATING

George H. Cooper. McGraw-Hill Book Co. Inc., New York, 2nd Edition 1959, 398p.

Intended to be a textbook for use in technical and vocational schools. Discusses contracting as a business, specifications, contracts, and the general technique of estimating, as well as the various types of work performed by the contractor and sub-contractors.

ESTIMATOR'S GENERAL CONSTRUCTION MAN-HOUR MANUAL

John S. Page. Gulf Publishing Co., Houston, Texas, 1959, 218p.

Labour man-hour obtained from many hundreds of time and methods and preplanned studies, coupled with actual costs of various operations on various types of large commercial and industrial projects.

ESTIMATING STRUCTURAL STEEL

Including Structural Aluminum and Miscellaneous Materials

George A. Saunders. McGraw-Hill Book Co. Inc., New York, 1959, 274p.

Gives a broad coverage of the subject including methods of preparing an estimate, fabrication and erection techniques, and organization of the estimating department.

COST MANUAL FOR PIPING AND MECHANICAL CONSTRUCTION

Herbert Herkimer. Tudor Publishing Co. Inc., New York, 1958, 176p.

Tables of man-hours required to carry out various jobs. Intended to assist in the preparation of estimates of cost.

ESTIMATING CONSTRUCTION COSTS

R.L. Peurifoy. 2nd Edition, McGraw-Hill Book Co. Inc., New York, 1958, 446p.

Sets forth the principles of estimating the costs of construction engineering projects and the methods for the preparation of detailed estimates.

ESTIMATING GENERAL CONSTRUCTION COSTS

Louis Dallavia. 2nd Edition, Wiley, New York, 1957.

Prepared for the architect, engineer, contractor, estimator and student so that a prior knowledge of estimating production and construction costs is not essential.

MORE ADVANCED QUANTITY SURVEYING

Arthur J. Willis. Crosby Lockwood & Son Ltd., London, England, 5th Edition 1956, 291p.

Gives a detailed account of the procedure of taking-off quantities with comments and explanations about points of special difficulty.

BUILDERS COST MANUAL

Norman H. Hunt. Builders Research Associates Inc., New York, 1955.

Unit prices for rough estimating.

NATIONAL CONSTRUCTION ESTIMATOR

CAL Pacific Estimators. Craftsman Book Company, Los Angeles, Calif., 151p.

Average unit prices for rough estimating.

Added March 1970 revision:

Architect's Estimator. Research Publishing Co., P.O. Box 52035, Los Angeles, Calif. 90042. Revised yearly

Preliminary unit building costs in convenient form. All costs include mark-up, overhead, and profit. A special section is devoted to foreign building costs.

Boeckh Building Valuation Manual. Published by Boeckh Division. The American Appraisal Company, Milwaukee, Wisconsin. 1967. Vol. I - Residential and Agricultural, 274p.; Vol. II - Commercial, 401p.; Vol. III - Industrial and Institutional, 417 p.

The Boeckh Manual contains, instead of case studies, a wide variety of models incorporating many types of construction. All are built up from unit-in-place costs converted to costs per square foot of ground area or living area. Each volume contains careful instructions and examples to show how the cost data can be used for general estimates by someone new to building valuation as well as for detailed estimates by someone with years of experience.

Building Cost Manual. Chicago Chapter, American Inst. of Architects. John Wiley and Sons, Inc., New York. 1957. 367 p.

Data for architects' and appraisers' estimates.

Building Construction Cost Data. Robert S. Means. Robert Snow Means Co., Inc., P.O. Box 36, Duxbury, Mass., 02332, 144p. Issued yearly.

The book provides average unit prices on a wide variety of building construction items for use in making up engineering estimates.

Building Contractor's and Home Builder's Handbook of Bidding, Surveying and Estimating. Ben Benson. Prentice-Hall Inc., Englewood Cliffs, New Jersey. 1968. 190 p.

A step-by-step guide for estimators that eliminates the need for guesswork. It deals in the latest methods and materials the home builder and the general construction contractor would use.

Building Cost Manual. Prepared under the direction of The Joint Committee on Building Costs of the Chicago Chapter of the American Institute of Architects and the Appraisers Division of the Chicago Real Estate Board. John Wiley and Sons, Inc., New York. 1957. 367 p.

Construction costs of 150 different building types - a guide for those engaged in appraising, planning, estimating, financing, construction, and insurance underwriting of the nation's shelter and work space.

Canadian General Builder's Handbook. George A. Bradford. Universal Enterprise, Kitchener, Ont. 1968. 410 p.

Written in the phraseology of the man in the field, this book includes the following chapters: Costing and Cost Control, General Field Forms Records, Job Files and Office Administration Files, Job Labour Cost Journal, Job Personnel Breakdown Board, and Jobs in Progress Roster.

Construction Estimating and Job Preplanning. George E. Deatherage. McGraw-Hill, New York. 1965.

This book shows how to accurately predetermine the order and cost of methods to be used in construction. By "methods" is meant that combination of men and machines selected to perform each specific part of the work to be done.

Creative Control of Building Costs. W. D. Hunt. McGraw-Hill, New York. 1967. 239p.

The book examines the principles and methods of cost control, why they are important, and how to use them.

Electrical Construction Cost Manual. Ralph E. Johnson, McGraw-Hill Book Co., Inc. New York. 1957. 431p.

Labour standards for unit assemblies; details of boxes, cabinets, conduit, etc.

Estimating for Building and Civil Engineering Works. George Newness Ltd. Town House, Southampton St., Strand, London, WC 2. Distributed by Trans Atlantic Arts, Inc., Hollywood by-the-Sea, Fla. 1960. 472p.

Contains data for work executed by manual methods also.

Estimating Production and Construction Costs. Louis Dallavia Co., Publishers, Houston, Texas, F. W. Dodge Corp. 1967. 195p.

Estimating and production data on earth work, concrete, structural steel, masonry and carpentry; information on shift rates, crew rates, and hourly rates of production.

Estimator's Electrical Man-Hour Manual. John S. Page and Jim G. Nation. Gulf Publishing Co., P.O. Box 2608, Houston 1, Texas. 1959. 219p.

Tables of man-hours for conduit, boxes and fittings, etc., outside construction, underground duct and cable, communications systems, demolition, excavation and concrete, and scaffolding.

Mechanical Estimating. Hugh Carter. California Technical Publications, 2029 Atlantic Ave., Long Beach, Calif. 90806 1964. 191p.

Over 100 pages of price data and wages in most cities; labour unit cost for estimates for plumbing, heating, air-conditioning, pumps, piping and boilers.

Plumbing, Heating and Piping Estimators' Guide. Paul G. Davis. McGraw-Hill, New York. 1960. 209p.

The book shows how to turn out complete, accurate estimates in all

areas of plumbing, heating, and piping work and assure complete coordination of all elements involved.

Relative Prices around the World. Civil Engineering, Vol. 36, No. 7. July 1966, p. 46.

Costs throughout the U.S. and around the world as a percentage of costs in the Washington, D. C. area.

Sherlock's Blue Book of Electrical Estimating. Estimating Handbook Associates, 5848 North Leonard Ave., Chicago 46, Ill. 1962. 175p.

Tables of man-hours are given for conduit, boxes and fittings, service and feeder wiring, branch circuit items, fixtures, panels, switches, hangers and fasteners, and drilling.

Specifications and Costs, Volume II. Elwyn E. Seelye. John Wiley and Sons, Inc., New York. 1957. 550p.

Data book for civil engineers, with cost figures tied to the Engineering News-Record Cost Index. Comparison of various construction cost indexes, wholesale price index for building materials, and details for many types of construction.

E. SITE MANAGEMENT AND SUPERVISION

MANAGEMENT FOR SUPERVISORS

U.S. Federal Aviation Agency, Washington, 1961, 145p.

Gives the theory, principles and practices of the first-line supervisor's responsibility and authority. Also the basic principles of higher level management. Places special emphasis on human factors.

ORGANIZATION OF BUILDING SITES

R.C. Sansom. Her Majesty's Stationery Office, London, England, 1959, 186p.

Gives the result of an international study, carried out in nine European countries by the Building Research Station on behalf of the European Productivity Agency. It includes such subjects as supervision, planning and programming; incentives, safety and welfare; and accounting and cost control. The aim of the study was to identify the principles and techniques of good organization in order to encourage their wider use.

CONSTRUCTION MANAGEMENT AND SUPERINTENDENCE

Walter C. Voss. D. Van Nostrand Co. Inc., Princeton, New Jersey, 1958, 238p.

Explains the relationship between the owner, architect and contractor. Discusses site management, records, and office control. Gives information for detailed superintendence of various trades to ensure compliance with plans and specifications. Has a bibliography.

THE FOREMAN'S MANUAL

A Guide to Building Supervision

E. Carran. Crosby Lockwood & Son Ltd., London, England, 1957, 122p.

Intended to give an understanding of simple setting-out and surveying and also of elementary structures.

BUILDING SITE MANUAL

A Practical Guide to Building Site Procedures

Edited by E. Drury. George Newnes Ltd., London, England, 1956, 180p.

A small pocket-book designed to assist Clerks of Works, General Foremen, and Architects' Site Assistants. Gives advice on site office routine, inspection of work, setting out, measurement of existing buildings, and technical data.

SAVE & WHILE BUILDING

Site Control for Builders

South African Council for Scientific and Industrial Research,
Pretoria, 1956, 19p.

The pamphlet describes a site control system in which a planned set of results is constantly compared with actual results. One clerk operated the whole system on a scheme employing fifty-five men doing nine different operations.

SUPERVISION OF CIVIL ENGINEERING CONSTRUCTION

Including the Preparation of Contract Documents

A.C. Twort. Edward Arnold (Publishers) Ltd., London, England, 1955,
234p.

Sets out the duties and responsibilities of the Resident Engineer.

Part I Site Organization, covers types of contract, programming and records;

Part II Work in Progress, covers setting out, technical supervision and claims;

Part III Preparation of Contract Document, covers specifications, bills of quantities, and drawings.

Has a bibliography.

SIMPLIFIED SITE ENGINEERING FOR ARCHITECTS AND BUILDERS

Harry Parker, John W. MacGuire. John Wiley & Sons Inc., New York,
1954, 250p.

Describes surveying, setting out, and computation of areas, volumes, etc.

Added March 1970 revision:

The Architect's Guide to Site Management. Ronald Green. The Architectural Press, London 1965, 117 p.

Although the main purpose of the book is to describe the role of the architect on the site, the author makes clear the parts played by the client, the architect quantity surveyor or engineer, contract manager, site agent and clerk of works. He explains how their jobs interlock, who takes orders from whom and why.

Civil Engineering - Supervision and Management. A. C. Twort. Edward Arnold (Publishers) Ltd., 41 Maddox St., London, W.1. 1966. 244p.

The emphasis in the book is on the management and supervision aspects of civil engineering work, with particular reference to the practical problems of resident engineer on site.

Desk Book for Construction Superintendents. King Royer. Prentice-Hall, Inc., Englewood Cliffs, N.J. USA. 1967. 220p.

The following aspects of the construction superintendent's job are covered in this book: - the management side handling accounts and payment, dealing with unions, with architects, with inspectors. All the nontechnical details of the job are clearly and completely covered.

Economic Site Organization and Building Supervision. Broughton, E.& F.N. Spon, London, Eng. 1966. 140p.

Modern methods of site organization are set out.

F. WORK STUDY, OPERATIONAL RESEARCH, AND STATISTICS

OPERATIONS RESEARCH IN CONSTRUCTION PLANNING

Robert L. Nicholls. Proceedings of the ASCE Journal of the Construction Division, Vol. 89, No. C02, September 1963, pp. 59-74.

Some applications of operations research techniques to construction management problems are presented. Sample problems are included which require for their solutions the general theory and techniques of several different areas of operations research. The problems include some of the less frequently encountered, but useful, applications of mathematical decision making to construction planning. Applications of critical path scheduling and the simplex method of linear programming are not included, as both are described elsewhere in literature. Some of the benefits and limitations of the use of operations research techniques in construction planning are examined, and the interrelationship between analytical and intuitive decisions is emphasized.

OBSOLESCENCE AS A FACTOR IN THE DEPRECIATION OF CONSTRUCTION EQUIPMENT

James Douglas. Technical Report No. 22, Department of Civil Engineering, Stanford University, California, 1963, 123p.

Reports the results of a study of present construction industry practice in recognizing and treating depreciation. A mathematical theory is developed to appraise the effect of various factors and a suitable computer program prepared.

AN OUTLINE OF STATISTICS

Samuel Hays. Longmans, London, England, 6th Edition 1962, 313p.

A simple non-technical introduction to the subject covering accuracy and approximation, frequency distribution, variability, averages, etc. and also application of statistical methods to business problems.

WORK STUDY APPLIED TO BUILDING

R. Geary. The Builder Ltd., London, England, 1962, 143p.

"Work study is the systematic application of analysis to work. Its objective is to make it possible to obtain maximum efficiency from labour, plant, materials and supervision". The techniques of work study are described under the headings of time study, synthetics and analytical estimating, method study, planning and programming, cost control and expediting, financial incentives, activity sampling, merit rating and job evaluation.

BLENDING NATURAL EARTH DEPOSITS FOR LEAST COST

J.B. Ritter, L.R. Shaffer. Proceedings of the ASCE Journal of the Construction Division, Vol. 87, No. C01, March 1961, pp. 39-61.

Materials such as those used for granular embankment or base course in highway construction can be obtained by blending natural earth deposits. The mathematical theory of linear programming is used to determine the quantities of each available natural earth deposit to be blended so as to produce the desired material at least cost to the constructor. An actual situation involving granular materials is formulated and solved. The results are examined for reliability and are interpreted with and without the aid of the principles of engineering economy. Linear programs are described for practical cases which are ramifications of this actual situation. Limitations of the applicability of linear programming to practical cases in general are noted.

ELEMENTS OF STATISTICS

Elmer B. Mode. Prentice-Hall Inc., Englewood Cliffs, N.J., 3rd Edition 1961, 319p.

A simple and direct treatment of the subject with emphasis on meaning and interpretation rather than computation.

INTERNATIONAL TRADE UNION SEMINAR ON PRODUCTIVITY MEASUREMENT

Final Report of the Division for Social Affairs of the Organization for Economic Cooperation and Development, Paris, 1961, 209p.

Not primarily a study of the construction industry but contains two papers, out of eight, which are directly connected to it.

SOME PRINCIPLES OF THE PRODUCTION CONTROL OF BUILDING WORK

The Application of Queue Theory and Simulation Techniques

J.F. Nuttall. Building Research Station, Department of Scientific and Industrial Research, Garston, England, 1961, 15p.

Describes how some of the operational research techniques used in industrial factories have been adapted for use in building work.

PHOTOGRAPHIC ANALYSIS FOR CONSTRUCTION OPERATIONS

John W. Fondahl, Stanford University. Proceedings of ASCE Journal of the Construction Division, Vol. 86, No. C02, May 1960, Part 1, pp. 9-25.

The problems of applying methods-study techniques to construction operations are reviewed. Based on these problems, certain requirements for a successful analysis method are developed. A method that meets these requirements is presented.

BETTER METHODS IN THE BUILDING TRADES - 10 Case Studies
British Productivity Council, London, England, 1959, 32p.

Ten building firms describe in general terms some of the cases in which work study has helped to improve productivity on the site.

ENGINEERING STATISTICS

Albert H. Bowker, Gerald J. Lieberman. Prentice-Hall Inc., Englewood Cliffs, N.J., 1959, 585p.

How to apply modern statistical theory to the everyday problems of the engineer and physical scientist. Presents statistics as a science for making decisions. Requires an elementary knowledge of calculus.

AN INEXPENSIVE METHOD OF WORK SAMPLING

C.B. Gambrell Jr. (Assistant Professor), James W. Barany (Instructor). Industrial Engineering Dept., Perdue University, 1959.

Describes a technique of taking random observations of an activity using a 16mm cine-camera and an automatic timer set to expose eight frames at random intervals. It is stated that if a number of snap observations are made the percentage frequency with which any one action occurs in the total number of observations approximate the true percentage of that action.

OPERATIONS RESEARCH - Methods and Problems

Maurice Sasieni, Arthur Yaspan, Lawrence Friedman. John Wiley & Sons Inc., New York, 1959, 316p.

Explains the general theory and techniques of various problem areas in operations research with a number of solved problems to illustrate each. Does not cover the fields of recognizing a problem, collecting relevant information and implementing a solution. Assumes a working knowledge of differential and integral calculus. References given at the end of each chapter.

INTRODUCTION TO WORK STUDY

International Labour Office, Geneva, 1957, 355p.

Describes as simply as possible the basic techniques of work study, giving examples of the application of each. Covers productivity and work study including techniques to reduce work content, human factors and working conditions; method study including recording the facts, flow and handling of materials, movements and methods at the work place; work measurement including time study, rating, allowed times, and the use of time standards.

LABOUR RELATIONS AND PRODUCTIVITY IN THE BUILDING TRADES

William Haber, Harold M. Levinson. Bureau of Industrial Relations, University of Michigan, Ann Arbor, 1956, 266p.

Focuses on the major factors affecting productivity with particular reference to residential construction. Covers the introduction of new materials, equipment and techniques; the nature and effects of union "working rules"; the training of apprentices; trends in wages as compared with productivity; and the basic economic characteristics of the industry as they affect its productivity.

COST SAVINGS THROUGH STANDARDISATION - SIMPLIFICATION - SPECIALISATION IN THE BUILDING INDUSTRY

U.S. Bureau of Labour Statistics, Report Prepared for the Productivity and Technical Assistance Division of the Foreign Operations Administration Division, 1954, 182p.

A discussion of house building operations covering the background of industrial development, industry summaries of various materials and eighteen case studies.

SNAP OBSERVATION HELPS TIME STUDY IN BUILDING

W. Kinniburgh and G. McTaggart. Building Research Station, Department of Scientific and Industrial Research, Garston, England, 1954.

Discusses the relative merits of fixed interval and random snap observations. Describes two counters to assist in recording the observations.

APPLICATION OF SNAP OBSERVATION METHODS TO TIME STUDY IN BUILDING

Building Research Station, Department of Scientific and Industrial Research, Garston, England, Note No. B111, March 1953.

Describes the technique of taking snap observations, using both random and fixed time intervals. Compares these with conventional stop-watch determination of the proportion of time spent on different activities and finds an excellent correlation. Describes a portable machine for recording the snap readings.

PUTTING WORK SIMPLIFICATION TO WORK

H.S. Hall. Business Management Service, College of Commerce and Business Administration, University of Illinois Bulletin, Vol. 51, No. 15, October 1953.

Although this publication discusses time and motion study as applied to factory-type operations, it has much useful information about methods of studying different operations. "Work simplification" appears to be very similar to "Work study" and asks similar questions such as: Is it necessary? Why is it done? Why here? Why at this time? Why by this person? Why this way?

A STATISTICAL PRIMER

F.N. David. Charles Griffin & Co. Ltd., London, England, 1953, 226p.

An account of statistics written for those who are assumed to possess "nothing except common sense and a knowledge of the operations of arithmetic". Contains a minimum of mathematical formulae and the maximum of concrete examples.

STATISTICAL CALCULATION FOR BEGINNERS

E.G. Chambers. Cambridge University Press, Cambridge, England, 2nd Edition 1952, 168p.

Explains as simply as possible how to perform the calculations involved in the commoner statistical methods. Assumes no mathematical ability and the calculations described involve the use of arithmetic only.

TIME CONTROL ON BUILDING SITES: METHOD AND EXAMPLE OF ITS APPLICATION

L. Bangratz. Building Research Station, Department of Scientific and Industrial Research, Garston, England, Library Communication No. 614, Translated from the French, June 1952.

Describes the need for organization and planning in building operations. Gives methods of time measurement and defines things such as Unit Times which may or may not be in agreement with usage elsewhere. Gives considerable detail in the way of charts for time measurement. Concludes by discussing the need for cooperation at all levels throughout the organization.

PRODUCTION OF NEW HOUSING

A Research Monograph on Efficiency in Production

Leo Grebler. Social Science Research Council, New York, 1950, 186p.

A research study which is not intended to be a guide for day-to-day operations, but gives information which could be useful in planning a reorganized procedure of management.

Added March 1970 revision:

WORK STUDY, OPERATIONAL RESEARCH, AND STATISTICS

Applied Business and Economic Statistics. Dr. Ya-Lun Chou. Holt, Rinehart and Winston, Inc., 383 Madison Avenue, New York 17, N. Y. 1963. 634p.

The author presents the most useful statistical principles and methods with explanations of their direct application to business and economic data. Each symbol is defined before its incorporation into a formula, and glossaries at the end of most chapters explain the meaning and proper use of the equations and interpret results.

Directory of Construction Statistics by Ministry of Public Building and Works. HMSO, London. 1968. 104p.

The purpose of the directory is to be a guide to the range of generally available construction statistics and a means of locating individual tables.

Elementary Statistical Methods. G. Barrie Wetherill, Methuen and Co. Ltd. Distributed by Barnes and Noble, Inc. New York. 1967. 329p.

Intended as an introduction to statistical methods, this book presents a step-by-step discussion of fundamental logical principles. The statistical methods presented include histograms and frequency distributions, the concepts of random variation, sampling distribution, significance test and confidence interval. Liberal supply of exercises permits the reader to practice the techniques learned.

Statistical Analysis. Edward C. Bryant, 2nd Ed. McGraw-Hill, New York. 1966. 321p.

Incorporates additional material particularly on Bayes' theorem. The emphasis is on statistical inference.

Statistical Concepts and Applications: a Nonmathematical Explanation. Robert B. Miller. Science Research Associates, Inc. Chicago Ill. 1968. 192p.

This guide is for the layman who must interpret data in order to plan and make decisions. It offers a general outline of available statistical tools, an explanation of specific statistical concepts behind a given treatment of data, and tips on preparing for a conference in which decisions will be based on statistical evidence and an overview of major statistical conceptions and applications

intended to increase the reader's appreciation data and his ability to draw conclusions from data.

Statistical Sampling for Accounting Information. Richard M. Cyut and H. Justin Davidson. Prentice-Hall Inc., Englewood Cliffs, N.J. 1962. 225p.

The fundamentals of sampling theory and the application of statistical sampling methods to accounting and auditing practices are outlined and illustrated by examples of proven techniques. Though technically rigorous, the text is designed for self study by anyone who has a background of high school algebra.

Systems Management Techniques for Builders and Contractors. Paul G. Gill. McGraw-Hill, New York. 1968. 210p.

The book demonstrates how system management techniques can help solve problems in one's organization.

G. BIBLIOGRAPHIES

ANNOTATED BIBLIOGRAPHY ON CRITICAL PATH PROGRAMMING.
J. K. Latta, Division of Building Research, National Research Council
of Canada, Ottawa, Bibliography No. 27, March 1964. 24p.

BUSINESS MANAGEMENT

A selected list of references for the home builder including sections on
accounting, estimating, scheduling systems, and taxation.

National Housing Centre Library, Washington, D.C., Reference
List No. 67, Revised Edition April 1964, 18p.

BIBLIOGRAPHY ON MANAGEMENT AND PRODUCTIVITY IN BUILDING INDUSTRY (with summaries)

National Buildings Organization, New Delhi. 1960. 39p.

A SELECTED LIST OF REFERENCES ON COST-CUTTING IN HOUSE
CONSTRUCTION. Central Mortgage and Housing Corporation, Ottawa.
1957, 15p.

Added March 1970 revision:

Construction Information Source and Reference Guide. Jack W. Ward.
Construction Publications, 4552 East Palomino Rd., Phoenix, Ariz.
85018, 1966. 88p.

This guide to construction information sources and references
lists over 460 texts, manuals, and handbooks, 325 associations
and 285 periodicals with all listings directly related to construc-
tion. Books, manuals and handbooks, with publisher and prices
are listed in 32 categories from "Accounting" to "Work Studies."
Addresses are provided for associations and periodicals, both
of which are listed alphabetically for easy reference and use.