

THE
OCTAGON

A Journal of The American Institute of Architects



*The 69th Convention
The New England Scene
Architectural Service for
Small House Construction
New York Chapter's 80th Anniversary
Structural Service Department*

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THE OCTAGON

A Journal of The American Institute of Architects

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THE AMERICAN INSTITUTE OF ARCHITECTS

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The Sixty-Ninth Convention

OFFICIAL NOTICE TO MEMBERS

TO THE MEMBERS:

THE first official notice to the membership concerning the Sixty-ninth Convention appeared in the January number of THE OCTAGON.

The Convention will be held in Boston, Massachusetts, on Tuesday, Wednesday, Thursday, and Friday, June 1, 2, 3, and 4, 1937.

The hotel headquarters will be The Somerset Hotel, 400 Commonwealth Avenue, Boston. Information concerning the making of reservations will be found elsewhere in this notice.

Chapter officers, delegates and members are requested to review the notice in the January OCTAGON, which gave information on—

- Convention Committees
- Early Election of Delegates
- Procedure for Election of Delegates
- Chapter Meetings on Convention Business
- Nominations by Petition

These are important items which should receive the attention of the chapters and delegates.

QUALIFICATION AND REGISTRATION OF DELEGATES

The attention of the chapters and members is particularly called to the provisions of the amended By-laws of The Institute with regard to the qualification and registration of delegates.

It is suggested that chapter officers charged with the responsibility of observing timely and correct procedure in this matter keep the requirements clearly in mind.

In order that full information may be available to all, the following sections of the By-laws of The

Institute are quoted in full:

Chapter VI, Article 2. By-laws of The Institute.

Section 1. Authority and Powers of Delegates.

(a) *Delegates Represent Members.* All rights, powers, and privileges of an annual convention and of a special meeting granted under the laws of the state of New York shall be vested in, and may be exercised by duly accredited representatives of the members of The Institute elected by them. Each such representative shall be known as a *Delegate*.

(b) *Termination of Delegate's Authority.* All authority, rights, powers, and privileges of a delegate shall terminate and be cancelled when the meeting to which he was elected adjourns *sine-die*.

(c) *Classification of Delegates.* Delegates shall be classified as *Member Delegates*, representing the corporate members; *State Delegates*, representing the state association members, and *Delegates-at-Large*, representing the entire Institute membership.

(d) *Delegates-at-large.* The delegates-at-large at a meeting of The Institute shall be the members of The Board and the past presidents of The Institute present thereat. A delegate-at-large may also be a member delegate or a state delegate, or both.

Section 2. Member Delegates.

(a) *Election of Member Delegates.* The corporate members of The Institute in each chapter shall elect the total number of member delegates they are entitled to have represent them at a meeting of The Institute, in the manner prescribed in the by-laws of the chapter.

(a-1) If all of the member delegates elected by the members of a chapter are not accredited to the meeting of The Institute, then such thereof who are accredited shall be entitled to cast thereat the total number of votes which the said members are entitled to have cast for them, and each shall be accredited to cast an equal and proportionate number of said total number of votes.

(a-2) If none of the member delegates elected by the members of a chapter can be present at the said meeting, then the said members may elect any other delegate who is qualified to vote at such meeting to represent them as their member delegate and to cast the total number of votes that they are entitled to cast at the meeting.

(b) *Number of Member Delegates.* The number of member delegates from each chapter that may be accredited to a meeting of The Institute shall be proportionate to the number of corporate members of The Institute in the chapter who are in good standing thirty days prior to the date fixed for the meeting, and shall be determined by The Secretary from his records, in accordance with the provisions of the table in *paragraph (c) of section 3 of this article*; provided, that said number of corporate members in a chapter shall not include those admitted to the chapter under the provisions of *chapter II, article 1, section 8 of these by-laws.*

(c) *Credentials of Member Delegates.* The election of member delegates from each chapter and such other matter appertaining thereto as The Board requires shall be duly certified to by the president or the secretary of the chapter, and he shall present each duly elected member delegate with a credential card furnished by The Secretary.

Section 3. Number of Delegates.

(a) *Notice of The Secretary.* The Secretary shall publish a list of the chapters, by states, showing the number of member delegates that may be elected by the corporate members in each chapter and the aggregate number of votes that the member delegates from each chapter may cast, and a list of the state association members, showing the number of state delegates that may be elected by each state association member and the number of votes that may be cast by each state association member. If any state association member has failed to file its

required list of members, it shall be noted in the list.

(b) *Number of Delegates and Votes fixed by The Secretary.* The number of member delegates and the number of state delegates and the number of votes that may be cast shown in the notice of The Secretary prescribed in this *section 3* shall fix the number of delegates that may be elected and the number of votes that may be accredited from each chapter and from each state association member.

(c) *Determining Number of Member Delegates.* The Secretary shall determine the number of member delegates in accordance with the following table:

If the number of corporate members in the chapter who are in good standing in The Institute is		Then the number of member delegates entitled to be accredited to represent them shall be
More than	And not more than	
1	10	1
10	20	2
20	30	3
30	40	4
40	50	5
50	70	6
70	90	7
90	110	8
110	135	9
135	160	10
160	185	11
185	210	12
210	235	13
235	260	14
260	285	15
285	310	16
310	335	17
335	360	18
360	385	19
385	410	20
410	435	21
435	460	22
460	485	23
485	510	24

Article 3. Accrediting and Registering Delegates.

Section 1. Credentials Committee.

The Board, at a meeting held prior to the meeting of The Institute, shall elect three corporate

members having the qualifications of delegates to act as the Credentials Committee of the meeting. The Secretary, ex-officio, shall act as secretary of the credentials committee, and the committee shall elect one of its members as its chairman. The term of office of every member of the credentials committee shall expire when the report of the committee has been accepted by the meeting.

Section 2. Accrediting and Registering Delegates.

(a) *Presentation of Credentials.* Member delegates and state delegates to a meeting of The Institute must present in person their credential cards to the credentials committee of the meeting as a prerequisite to their being accredited thereto or registered, as the case may be, and the credentials committee shall examine and pass upon all credentials so presented to it.

(b) *Accrediting Member Delegates.* When the credentials committee finds that the credentials presented by a member delegate are in due order, that his election is duly certified to, and that he is duly qualified to serve as a delegate, the committee shall endorse his credentials and accredit him to the meeting as a member delegate to represent thereat the corporate members that elected him, and entitled to sit in the meeting, cast the number of votes he has been accredited to cast on any question or division thereat, and exercise therein all the rights, powers and privileges of a delegate.

(c) *Accrediting State Delegates.* When the credentials committee finds that the credentials presented by a state delegate are in due order, that his election and his authority to cast the vote of the state association member in the meeting are duly certified to, and that he is duly qualified to serve as a delegate, the committee shall endorse his credentials to that effect and accredit him to the meeting as a state delegate to represent thereat the state association member that elected him and entitled to sit in the meeting and cast the unit vote of the state association member on any question or division except on those proscribed in *chapter II, article 2, section 5(a)* of these by-laws, and otherwise exercise therein all the rights, powers, and privileges of a delegate.

(c-1) If the credentials committee finds that a state delegate is duly qualified to serve as a delegate but that he is not authorized to cast the vote

of the state association member, then the committee shall endorse the credentials of such delegate to that effect and register him as a non-voting state delegate at the meeting to represent thereat the state association member that elected him and entitled to sit in said meeting and exercise therein all the rights, powers, and privileges of a delegate, except that he may not vote as a state delegate on any question or division thereat.

(d) *Accrediting Delegates-at-Large.* The credentials committee shall accredit each delegate-at-large present at a meeting of The Institute to the meeting as a delegate entitled to represent thereat The Institute membership and to exercise for it and in its behalf all the rights, powers and privileges of a delegate, and to cast not more than one vote as delegate-at-large on any question or division thereat.

(e) *Report of Credentials Committee.* The credentials committee shall report in writing to the meeting, setting forth in its report, over the signature of all members of the committee, as follows:

(e-1) total number of chapters and the name of each, by regional districts;

(e-2) number of member delegates entitled to be accredited from each chapter and the total number of votes entitled to be cast by the member delegates from each chapter as fixed in the notice of The Secretary prescribed in *section 3 of article 2 of this chapter*;

(e-3) number of member delegates accredited from each chapter, the name of each such delegate, the number of votes each thereof may cast, and the total number of votes that may be cast by the accredited member delegates from each chapter;

(e-4) total number of member delegates accredited and the total number of member delegate votes that may be cast;

(e-5) total number of state association members and the name of each, by regional districts;

(e-6) total number of state delegates entitled to be accredited and registered, the number thereof entitled to be accredited and registered from each state association member, and the total number of votes entitled to be cast by each state association member, as fixed in the notice of The Secretary prescribed in *section 3 of article 2 of this chapter*;

(e-7) number of state delegates from each state association member, the name of the state delegate accredited to cast the vote of each such member and the number of votes he may cast, and the name of each non-voting state delegate registered from each such member;

(e-8) total number of state delegates accredited and the total number of state delegate votes that may be cast;

(e-9) total number of non-voting state delegates registered;

(e-10) number of delegates-at-large accredited, the name of each, the total number of votes each may cast as delegate-at-large, as member delegate, and as state delegate, and the aggregate number of votes that may be cast by all delegates-at-large;

(e-11) total number of delegates accredited and the total number accredited and registered;

(e-12) total number of votes accredited to be cast on any question or division *not* relating to the property of The Institute or its chapters;

(e-13) total number of votes accredited to be cast on any question or division relating to the property of The Institute or its chapters;

(e-14) number of votes necessary to decide any question or division not requiring a two-thirds concurring vote in the case of (e-12) and in the case of (e-13), respectively;

(e-15) number of votes necessary to decide any question or division requiring a two-thirds concurring vote in the case of (e-12) and in the case of (e-13), respectively;

(e-16) such other matters as the committee deems essential.

(f) *Final Judge of Delegates.* If the credentials committee does not agree unanimously to accrediting any delegate it shall so report to the meeting. If a delegate is not accredited to the meeting by the credentials committee or if an accredited delegate is not accredited to cast thereat the number of votes that he thinks he is entitled to cast, then such delegate may appeal to the meeting; providing, that such appeal is made prior to the acceptance of the report of the credentials committee. In each of these events the meeting shall decide thereon.

(f-1) Within the limits imposed by law, by the provisions of above *paragraph (f)* and of *section 3 of article 2 of this chapter*, and otherwise by these by-laws, the meeting shall be the final judge of the qualifications and credentials of a delegate to the meeting, and may admit the delegate to sit therein as an accredited delegate and permit him to cast his vote or votes thereat or it may refuse to admit him as a delegate and refuse to permit him to cast such vote or votes.

(g) *Records of the Credentials Committee.* The credentials committee shall retain each credential presented to it and, after endorsing its finding thereon, shall deliver it, with the original copy of its report signed by all members of the committee, under seal to The Secretary.

(h) *Records Available to Credentials Committee.* The records of The Secretary and The Treasurer shall be available to the credentials committee.

(End of quotation from By-laws.)

NUMBER OF DELEGATES

It is emphasized that the schedule herein published (Section 3, Number of Delegates) is based on the number of corporate members in the Chapter who are in *good standing* in The Institute, and in the Chapter, thirty days prior to the date fixed for the Convention; that is, who are in good standing on May 1, 1937.

The By-laws of The Institute provide that: "A corporate member is not in good standing in The Institute or in any of its chapters or state association members if he is in default to The Institute or to any of its chapters or is under suspension." (Chapter XVI, Article 1, Section 2(d).)

The Secretary will send a notice to the secretary of each chapter as soon after May 1, as is feasible, advising him of the number of Institute members in good standing in his chapter insofar as is shown by the record of The Institute at The Octagon.

That notice will also list the names of Institute members who are not in good standing in The Institute because of default in the payment of Institute dues.

It will be incumbent upon each Chapter to check its own record of corporate members to ascertain which of them are in default for the non-payment

of *Chapter dues*, and therefore are *not* in good standing in The Institute.

Such members in default are not eligible to serve as delegates, or to be counted in fixing the number of member delegates which the corporate members of the chapter are entitled to send to the Convention.

The Secretary will publish early in May a list of the chapters, by states, showing the number of member delegates that may be elected by the corporate members in each chapter, the aggregate number of votes that the member delegates from each chapter may cast, a list of the state association members showing the number of state delegates that may be elected by each state association member, and the number of votes that may be cast by each state association member, as appears from the record at The Octagon.

The Credentials Committee will operate strictly under the provisions of Chapter VI, Article 3 of the By-laws, which are included herein as due notice to that effect.

Chapter officers and chapter meetings should strictly observe the procedure set forth in the By-laws of The Institute in order that their member delegates may be entitled to registration, and to vote.

CREDENTIAL CARDS

Member delegates and state delegates must present their credential cards in person to the Credentials Committee as a prerequisite of their being accredited or registered, as the case may be.

Prior to May 1, a supply of these registration cards will be sent by The Secretary of The Institute to each chapter secretary and state association member.

HOTEL HEADQUARTERS AND RESERVATIONS

The Somerset Hotel, at 400 Commonwealth Avenue, Boston, Massachusetts, will be the official hotel headquarters of the Convention.

This hotel is convenient to the business section of Boston, but far enough away to enjoy an environment of parks, and open spaces—which make it ideal for an Institute Convention.

There is ample parking space around the hotel for the use of which no charge will be made to Institute members. Also, there is an outdoor parking area and adequate garage service nearby.

All of the business sessions of the Convention will

be held at The Somerset; other sessions, devoted to entertainment and touring, will be as shown on the program.

The Somerset has a splendid auditorium, ample secondary meeting rooms, and good lobby accommodations. It does not have a sufficient number of rooms to care for the large attendance anticipated at this convention.

Therefore, the hotel has been given the privilege of allocating over-flow reservations to either of the two nearby first-class hotels, each of which is within a block of The Somerset and each of which has modern rooms and modern service in every respect.

All reservations should be made direct to The Somerset Hotel.

The rates at The Somerset and associated hotels are as follows:

Single room and bath for one person (for seventy-five rooms only), \$3.00.

Other single rooms, with bath, \$4.00 and \$5.00 per day per person.

Double room and bath, with twin beds, \$6.00 and \$7.00 per day.

Two single rooms with bath between, \$3.50 per day per person.

Double room, with twin beds, parlor and bath, \$3.50 per day per person.

Suite of rooms for two persons, including bedroom, parlor, and bath, \$8.00, \$10.00, and \$12.00 per day.

All reservations should be sent direct to The Somerset Hotel, 400 Commonwealth Avenue, Boston, Massachusetts, to be received by the hotel *not later than May 25*.

Your reservation should refer to The Institute Convention, should specify the type and price of room desired, and should state the time of arrival.

In every case, a confirmation should be requested.

Those applicants making reservations that are received by the hotel later than May 25 may not find rooms as desirable as those who make reservations before that date.

PROGRAM

The April or May number of THE OCTAGON will contain the Convention program in detail. Meanwhile, it is a pleasure to present in this number of THE OCTAGON a Convention forecast by a distinguished member of the Boston Society of Archi-

pects—known in the provinces as the Boston Chapter of The American Institute of Architects—who knows whereof he speaks. The attractions of Boston and New England do not need further endorsement by The Secretary of The Institute but he, having pursued his architectural education in Boston, cannot forgo this opportunity to join in the sentiments so well expressed by "H. D. C."

There are many inducements this year for travel to the Convention.

Reduced railroad fares throughout the nation are even more advantageous to the architect's purse than the old convention rates. It may be that those who come from some of the distant cities can secure tourist rates at less than the standard two cents per mile. Inquiry should be made of local ticket agents on this point.

As for traveling by automobile—the advantages are obvious.

The time of the year, the long days, the good roads, and the ample convenient parking facilities adjoining The Somerset Hotel should encourage many architects to motor to the convention city, and to bring with them members of their families, or brother architects.

As always, the ladies are cordially invited. In recent years Institute Conventions have been favored with an increasing number of the fair sex. The officers of The Institute and the two Convention Committees, of The Institute and the Boston Chapter, join in the hope that the Sixty-ninth Convention will be no exception.

CHARLES T. INGHAM,
Secretary.

The New England Scene

"So do, Cap'n," said the lobster-catcher, "An' ef I was you, I wouldn't lose no time chawin' of it over, neither. Its júst come, júst served, up there to Baw'n, ye know."

THE 69TH CONVENTION FORECAST

SPRING in Boston!—soft skies, Commonwealth Avenue Mall in a dress of new green, a delicate freshness in the air, a hint of the ocean.

Through the pleasant rooms of the Somerset Hotel—which lies on the westward edge of the city—the headquarters of the Convention—float the salutations of gathering friends. Our first morning meeting (and a lot of us have "scun" out of it over to Rogers Building to renew, Antaeus-like, our youthful enthusiasms) and the President's address over, we flow out in little groups upon the broad terrace of the hotel. At our left meanders famous Muddy River, flowing toward the Charles and the Esplanade, which forms the East bank. Leif Ericson stands before us on his pedestal, shading his eyes and gazing westward in farewell to Norumbega. The grapes of Vineland didn't juice up well the second year, which accounts for the sadness in his eyes.

You remember what the Autocrat said:—"Boston State-house is the hub of the solar system. You couldn't pry that out of a Boston man if you had the tire of all creation straightened out for a crow-

bar!" These observations are joyously reflected in the plan of *divertissements* spread before the delegates, for from this hub radiates each day a spoke, west and north and east and south, to point the varieties of the surrounding New England scene.

And westward this first afternoon invites us, by bus or private car, inland to Concord. The road is broader and smoother than when the delegates last foregathered in Boston in 1891, but the countryside it passes through still holds its interest and homely charm, and you'll find Concord just as pleasant and much as you remember it, a lovely old town now filled with lilac and shaded by tall trees. We "debus" at the rude bridge that arches the flood, we peek at the Old Manse drowsing in the afternoon sun, we pass down streets lined with solid houses over-topped by spreading elms—no ribbon windows here—Emerson's house, the Antiquarian Society, Grapevine Cottage, Sleepy Hollow Cemetery;—a host of recollections springs to mind; Hawthorne, Thoreau, Alcott. On we roll through charming Bedford with its meeting house on the Green, and white houses behind picket fences, past Lexington

Common, where the famous battle occurred, on across country to Waltham to the President's Reception at Gore Place. This is a wide and spacious brick house with central block and side wings. Charles Bulfinch¹ built it for Governor Gore in the early years of the 19th century; terraces and wide lawns and stately interiors now most happily rescued from the depredations of the speculator. Here we hope to recall something of the reception atop the Chamberlain last May! Here the New England punch bowl² awaits to cheer you.

This first evening is A. I. A. Night at the "Pops"—popular concert in Symphony Hall—where a section of the floor is reserved for delegates, their wives and sweethearts. (NOTE: Secure your reservations early.)

Here, according to the summer custom, small tables are set out, and with beer, Liebfraumilch, or orangeade one can beguile a very pleasant evening listening to popular music played by the Symphony Orchestra.

On the second afternoon the spoke of our wheel points north to the seaport town of Marblehead—quaint and narrow streets and small houses. We jog across the "neck" for lunch on wide verandas overlooking the sparkling harbor, across which rises the picturesque silhouette of the old town. After a "shore dinner" smacking of the vasty deep, we ferry across the harbor for a glimpse of the splendid Lee Mansion and the winding lanes of the old town. Continuing on to Salem we come to the quiet elm-shaded houses of Sam. McIntire,—Chestnut Street, Federal Street, Essex Street, the House of Seven Gables, the Witch House, the Peabody Museum with its interesting collection of ship pictures and marine commerce. One must not linger too long, however, much as one might like to, for we may hear our newly-arrived Dr. Gropius say a word at the evening session.

On the third day—except as various temptations urge us to explore the hinterland of the State (Ipswich, Old Newbury, Portsmouth), or maybe the amenities of a Producers' Council golf game seduce us or the stern call of duty may lead us to dis-

¹ If not by Bulfinch himself then some admirer of his style got the book first!

² Recipe delicately controlled by Ripley, (H. G.) following the local "Powder House" formula.

cussions on civic housing;—the old houses of Cambridge and the glories of Harvard College beckon. A lingering stroll through the Old Yard (masterpieces of Bulfinch, Richardson, and McKim), then we trickle down past the Lampon (E. M. Wheelwright) to Embankment Road where the new "Houses" are. The Master of Lowell House, Professor Julian Coolidge and Mrs. Coolidge, have invited us for tea in the lovely quadrangle, giving us an opportunity we shall not want to miss, to realize that we were born many years too soon to enjoy the perfect collegiate environment.

The Boston Museum of Fine Arts, open every day, Monday excepted, contains many notable things that you'll want to see again and again. It is but a short walk from The Somerset. Masterpieces of Sculpture and Painting, Egyptian, Greek, Etrurian, the Renaissance, an unrivalled Oriental collection, and a notable exhibit of Early Americana are only a few of its many treasures. And there are many historical buildings in the crooked and narrow streets of Boston that invite: The Athenaeum on Beacon Hill with its pleasant view over the quiet oasis of the Granary Burying Ground, North Church, Harrison Gray Otis House, the Markets, and, more freshly, the South Boston masterpiece of the Seventeen Associates.³ For the venturesome, the sea-lovers, those born with the tang of salt in their nostrils there lies the harbor and its wharves to explore, the Navy Yard, Old Ironsides, to push down the island-dotted channel once ploughed by the epoch-making Dartmouth, Beaver, and Eleanor.⁴

And so the evening of the last day comes and we gather in The Somerset for dinner, beautiful ladies, induction of new officers, and adjournment.

But not quite adjournment, for this Convention is a New England affair; and the hospitable Rhode Island Chapter opens its arms and houses to us on Saturday. Providence, Squantum—if you've never been to Squantum you'll want to visit that Elysium—Newport, Bristol, and the shimmering waters of Narragansett Bay. What more gracious hosts than Wallis Howe, "Pete" Jackson, Albert Harkness! You will spend Saturday in Rhode Island and maybe enjoy a real Rhode Island Clambake.

³ Seventeen are altogether too many to enumerate.

⁴ The "Boston Tea Party" ships.

We turn to the indispensable friend and counsellor, the Old Farmer's Almanack, and what does it presage for June:

Everything in harmony: Saturn in conjunction with the moon, the tides on the flood in the afternoon, and as a wise prescription we read:

"There should be a slight relaxation for those on the land during the beginning of June—time to take the family off for a day or two to enjoy the country in its beauty."

All latch strings will be out.

H. D. C.

New York Chapter Celebrates Eightieth Anniversary

THE eightieth anniversary of the founding of The American Institute of Architects was celebrated on February 24, by a dinner at the Architectural League of New York, 115 East Fortieth Street. The dinner was featured by a series of four playlets depicting episodes in the history of the organization, beginning with the first architects' meeting in New York eighty years ago, from which grew The American Institute of Architects with sixty-nine chapters in all parts of the country.

Speeches, resolutions and discussion in the re-enacted scenes were taken from old minutes of the organization, and two of the principal parts, those of Richard Upjohn, first president, and Richard Morris Hunt, first librarian, were played by their grandsons, Hobart B. Upjohn, president of the New York Chapter of The Institute, and F. C. Hunt.

Thirteen Architects Met.

"Eighty years ago, or, to be more precise, on February 23, 1857, there assembled at the office of Richard Upjohn in Trinity Building, New York City, thirteen architects for the purpose of discussing the formation of a society which would 'hold regular meetings at which all branches of the arts and sciences directly or indirectly appertaining to architecture might be discussed,' or, as they later expressed it, 'to promote the scientific and practical perfection of its members and to elevate the profession as such,'" Mr. Upjohn said in an historical statement.

"In time, this society became The American Institute of Architects, with chapters in every state of the Union as well as the island possessions.

"One of the first resolutions made was that the annual dinner of the society should be held on February 22 of each year, and while this date was not adhered to, the custom has continued unbroken."

First Dinner Reproduced.

The first playlet reproduced the first dinner held by The Institute after the signing of its constitution.

This dinner was held in old Delmonico's, which was on the corner of South William and Beaver Streets. The cast consisted of the following:

Richard Upjohn, President.....	H. B. Upjohn
Calvert Vaux.....	Edgar I. Williams
Charles Babcock, Founder.....	E. D. Litchfield
Leopold Eidlitz, Founder.....	Julian C. Levi
Richard M. Hunt, Librarian.....	F. C. Hunt
Alexander J. David, Trustee.....	T. F. Hamlin
J. W. Ritch, Treasurer.....	Fritz Steffens

The second playlet re-enacted a lecture on the design of the building erected at the Centennial Exposition at Philadelphia in 1876, with Talbot Hamlin, Avery librarian at Columbia University, taking the part of R. M. Hunt, who gave the original talk.

The third playlet portrayed a discussion of the plans for the World's Columbian Exposition, held in Chicago in 1893, with a cast impersonating members of the original design commission as follows:

Daniel H. Burnham.....	Eric Gugler
Richard Morris Hunt.....	F. C. Hunt
Charles Follen McKim.....	Harvey Stevenson
Louis Sullivan.....	Harrison Gill
Robert Peabody.....	William Platt

How Architects Secure Work.

The fourth playlet was a dramatic sketch showing the actual process employed by architects today in securing work, with the following cast:

Architect, J. Andre Fouilhoux; Secretary, Trina Marshall; Client, Lucian E. Smith; His Wife, Alice Beadleston Lindh.

There were prologues by Gerald Holmes, vice-president of the chapter, and music interludes written by Gerald Kaufman and rendered by Greville Rickard, H. F. Bultitude, Richard Kimball and James Blauvelt with H. F. Bultitude directing.

The entire program was in the hands of Wesley S. Bessell, chairman of the chapter's committee on meetings and public information, assisted by Frederick Woodbridge, Henry Saylor, A. Lawrence Kocher and J. T. Haneman.

ARCHITECTURAL SERVICE
FOR
SMALL HOUSE CONSTRUCTION

A STATEMENT

TO

THE ARCHITECT, THE LENDER AND THE BUILDER

BY

THE CHAIRMAN OF THE COMMITTEE ON HOUSING
THE AMERICAN INSTITUTE OF ARCHITECTS

IN COLLABORATION WITH

THE FEDERAL HOME LOAN BANK BOARD AND
THE FEDERAL HOUSING ADMINISTRATION

The Chairman's Letter

TO CHAPTER PRESIDENTS AND MEMBERS

THE AMERICAN INSTITUTE OF ARCHITECTS:

THE Chairman of the Committee on Housing of The Institute is issuing this statement and its accompanying documents relating to the small house problem with the request that *chapters* and *individual members* cooperate with the Federal Housing Administration and the Federal Home Loan Bank Board in working with lending agencies to insure home owners proper drawings, specifications, and supervision for the purpose of protecting home values.

The accompanying documents are intended only to arouse interest and to stimulate the development of methods for working out a program.

Unless some action is taken by the architects they will find themselves gradually being eliminated from the home building field and supplanted by commercial plan services, by departments of government agencies, or by industrial and financial groups organized to supply plans. It will require *ability, courage, and patience* to make architectural service on a professional basis generally available to the small home builder on terms he can afford to pay. The architects demonstrated throughout the depression that they have *courage and patience*. They must now demonstrate that they have the *ability* to solve a most difficult post-depression problem—and to make the solution work. They will then become entitled to this work—which they are better equipped to do than any other group.

IMPORTANCE OF THE FIELD

1. A Housing Shortage Is Approaching.

Various estimates have been made regarding the amount of housing needed during the next ten years. The lowest estimate found in the records is 400,000 dwelling units per year for the next decade, or a total of 4,000,000 units.

2. Cost of This Program.

Continuing on the conservative side of the question, an estimated average construction cost of \$3,000 per unit is assumed. This means a yearly expenditure of \$1,200,000,000, or \$12,000,000,000 for the next ten years.

3. Architects' Participation at Full Fees.

Still continuing on the conservative side, let us assume that private architects would provide full service for one-half of this program at fees ranging from 6% to 10%. This applies to the single house—where no repetitive plans, standard details and specifications, and centralized supervision are possible.

4. Architects' Participation at Modified Fees.

The field we are especially interested in reaching is that half of this large housing program in which the architect has had little or no part.

This covers the field of multiple houses, and a service to low income home owners where repetitive plans, standard details and specifications, and centralized supervision can be employed by individual architects or by groups.

This estimated program amounts to \$600,000,000 yearly, and \$6,000,000,000 for ten years.

This amounts to 200,000 dwelling units yearly, and 2,000,000 units for ten years.

At an average modified service fee of \$100 per \$3,000 unit,

This amounts to \$20,000,000 yearly in architects' fees, and \$200,000,000 for ten years in architects' fees.

If there are 10,000 architects participating,

This amounts to \$2,000 yearly for each one.

If there are 5,000 architects participating,

This amounts to \$4,000 yearly for each one.

5. Maintenance of Proper Fees.

It is not the intention in this statement to sponsor any plan which in the long run would weaken the profession or tear down a proper schedule of fees on residential work. The Chairman hopes that there will be no statements issued by any local group which tend to fix in the public's mind the idea that a low fee for architectural work is a policy of the profession. Consequently, in the cooperation which it is hoped may be built up between the profession and the lending agencies, care should be taken to have the fee in line with the service rendered.

The public must not be given the impression that modified service is in any way a lowering of the

professional standard. Quite the contrary. The service which it is believed should be evolved should operate on the principle that was a part and parcel of the P. W. A. Housing Program, for which the architects received modified fees—based on standardization in plan; standardization in details and specifications; and supervision by a centralized office.

This basic principle is adaptable for use by groups or by individual architects. It is quite reasonable to use repetitive plans. That is exactly what would happen in a large scale development of small homes, let us say 500 or 1000. Relatively few plans skillfully arranged on the site would be better in the low cost home field than many varying designs.

Standard specifications and details developed by experienced men are entirely logical, and supervision by a centralized agency of able inspectors will insure the owner of protection *which is usually lacking in the small house field.*

This is not partial service, it is a modified service. It is simplified mass service for which a lower fee is reasonable. It will pay good returns to the profession and will furnish a real service to the home builder, as well as protecting the investor.

6. Opportunity for the Individual Architect.

The individual architect can organize his office to render professional service to the builder of the low-cost house, or to the developers of the group housing project of many units, at fees which are commensurate with those for the single house—provided he uses repetitive plans, standard details and specifications, and centralized supervision.

INTEREST IN THE FIELD

There are *three* reasons why the architects should be interested in the small house problem.

1. The *first* and most important reason is that the practice of architecture is a profession, and the architects having dedicated themselves to their profession have no right to run out on the American people. It is the duty of the architectural profession to safeguard home investments by working out methods of supplying adequate drawings, specifications and supervision for any and all persons desiring to build a home.

2. The *second* reason is that this field opens up an opportunity for the younger architects, about whom so much has been spoken and written and so little done.

3. The *third* reason is that there is money to be made in this field by proper organization and direction.

RESULT OF IGNORING THE PROBLEM

What will happen if the architects do nothing about this problem? The answer is simple and the issue clear.

The trend is toward group development in housing. If the architects continue to ignore the single house and its owner, who too often is the victim of unregulated agencies operating on a basis of self-interest, the architects will be forgotten when group housing developments come. We spend a lot of time trying to eliminate government architectural agencies after they are created. *This affords us an opportunity to prevent the formation of more of them.*

If the small house problem is solved to the advantage of the small home owner the architectural profession will find itself in a dominating position in the home building field and will never again be found on the defensive with governmental agencies, speculative builders or entrenched plan-book services which supply good, bad and indifferent drawings, specifications and supervision through material dealers and builders without regard to the requirements of the individual or the community.

We find ourselves with an opportunity to cooperate with two capably operated government agencies both sympathetic toward our viewpoint. The architects can ill afford to turn away.

The objective of this program is to make a definite start toward the solution of the small house problem, and to find a common ground upon which the architect, lender, and builder can unite with government agencies in a wise forward movement.

The Committee on Housing of The A. I. A. asks for prompt constructive criticism.

Respectfully submitted,
WALTER R. McCORNACK, *Chairman,*
Committee on Housing,
The American Institute of Architects.

Part I—General Statement

Action by The American Institute of Architects.

THE Directors of The American Institute of Architects meeting in Washington, D. C., December, 1935, passed the following resolution:

Resolved, as the sense of the meeting, that the Directors of The American Institute of Architects endorse the proposal of the Committee on Housing to establish, through the assistance of the chapters of The Institute, local groups of architects prepared to furnish plans, specifications, and individual supervision in the small house field, in a manner to meet each local opportunity and demand for such professional service, and

That the Directors offer to Government agencies promoting better small house building, the assistance of The Institute through the Committee on Housing in raising the standards of value by means of the employment of competent architectural service.

In February, 1936, the Chairman of the Committee on Housing of The Institute sent to each local chapter a letter indicating this action by the Directors and the interest of the Federal Housing Administration and the Federal Home Loan Bank System in making such service available to home builders. He urged the chapters to develop this professional opportunity in the small house field. Subsequently, The Institute canvassed the reaction of the chapters and ascertained that more than 50% were either active in the formation of a special architectural service or were interested in undertaking such development.

Representatives of the Federal Home Loan Bank System have cooperated with A. I. A. Chapters in many localities in establishing a small house architectural service. A demonstration operation has been conducted in Washington, D. C., with the Perpetual Building Association. The Small House Architectural Associates of Massachusetts, operating on a basis approved by the Boston Chapter of the A. I. A., offered an architectural advisory and supervisory service through several members of the Federal Home Loan Bank of Boston. Other architectural groups are in course of organization.

Need for Architectural Advisory and Supervisory Service in the Small Home Field.

The greatest volume of home building occurs in the \$4,000 to \$8,000 price range, centering around the \$5,000 house. The reason why competent technical advice and supervision seldom filter down

to this field is relatively unimportant. The vital fact is that thousands of small homes go wrong because the owners rely on ready-made plans "that just need a little shifting around." Perhaps the contractor roughs out what he thinks they should have. In any event the results are all too often quite different from the owner's original conception. And too many such homes start to disintegrate at a surprisingly early date.

The architect by experience and training is the recognized source of technical advice and supervision. If the profession fails to assume leadership in this field—what then? Will it not be overlooking an opportunity to establish its services further as a necessary and important part of the greater portion of the national construction market?

The Architect and the Small Home Field.

Actually, architects as a group have participated in the past to only a very minor extent in the small house field (particularly on houses costing less than \$8,000). Recent observations indicate that this participation is increasing. For example, operative builders are finding it advantageous to advertise the participation of the architect. However, such services are seldom on a full professional basis. As a rule working drawings are provided, but specifications are reserved to the dictates of the operative builder, and there is no impartial supervision.

In contradistinction the program outlined herein affords the architect an unusual opportunity to enter the small house field on a dignified professional basis in control of all technical factors from the inception to the completion of the structure.

It has been shown that a special architectural service for small houses can be made to pay its way once sufficient momentum is engendered. But, more important are its potentialities for establishing the architect as the local specialist in residential building not only for small homes but for large homes as well. Every architect has had the experience of securing practice as a result of small service rendered for clients who have later recommended the architect on substantial undertakings. It is reasonable to suppose that, in the small house field particularly, the participating architect is presented with an unusual opportunity to create numerous

additional commissions on larger jobs. Furthermore, the participating architects might well become identified in their communities as specialists on residential work, to whom the building public would naturally turn in increasing numbers.

Outlets for Small House Architectural Service.

Seldom will the prospective home owner call directly at the architectural headquarters, but will make his first contact with the builder, building material dealer, lending institution, or others who offer him services. Hence, the service should be made available to the public through these established channels.

In the larger cities particularly, the operative builder must be brought to use the Service if it is to make an appreciable dent upon the quality of small house work. Lumber and building supply dealers, real estate dealers and contractor builders likewise should be acquainted with the advantages of referring prospects to the Service. In this way, the bulk of prospective home builders could be routed into the architectural service by such co-operative arrangements.

Lending institutions have a definite responsibility in the program to professionalize residential construction. Without mortgage money, there can be no construction. Accordingly, mortgage lenders are in a strategic position to direct home builders to sources of competent technical service.

The Federal Home Loan Bank Board, which directs the activities of the Federal Home Loan Bank System with its twelve regional banks and

over 3,800 local thrift home-financing institutions, has inaugurated a better building program designated as the Federal Home Building Service Plan. The local lending institution is to be equipped to function as headquarters for sound and unprejudiced financial and technical advice to the home builder. It will offer as a part of its service, the architectural advisory and supervisory service furnished by small house architectural groups described herein, provided such service is adequate for the needs of home builders. The lending institutions will promote and publicize the program to the end that highly favorable lending opportunities may be created. At the present moment, the Bank System probably provides the most suitable outlet for service to be offered by the group. Details of this program are set forth in the section below.

The Federal Housing Administration has consistently emphasized the contribution of the architect in creating lasting value in residential building. The need for adequate technical services has been stressed in its programs to encourage the erection of houses at a cost within the reach of lower income families as well as in its efforts to improve the planning of small houses and of subdivision design in the field of operative building.

One of the perplexing problems of local F. H. A. offices has been to insure acceptable house designs, adequate working drawings and detailed specifications as a prerequisite for preliminary commitment for insurance of mortgages. F. H. A. offices can be expected to refer home builders to a recognized source of competent technical assistance such as the local architectural group provides.

Support of Federal Home Loan Bank Board

THE Federal Home Loan Bank Board, in a resolution of September 25, 1936, approved the previous development of a home building service and identified the program as the Federal Home Building Service Plan. The initiation of this nationwide program is a further step by the Board to establish sound and economical home building and financing and to promote thrift and preserve and protect home-ownership. The resolution maintains that properly planned and constructed homes are essential to the attainment of these objectives, and to promote the general welfare.

Purpose of Plan.

The Federal Home Building Service Plan provides better housing at lower cost through technical supervision of construction and through control of credit. Under this plan, the Federal Home Loan Bank System Member Institution coordinates the various construction factors so that the complex process of home building is simplified and the advantages of technical supervision brought forcefully to the attention of the family seeking a home. By making available satisfactory architectural service at a fee commensurate with the cost of a moderately

priced house, by securing the cooperation of the technical elements in home construction and by control of credit, the member institution:

- (a) Makes home ownership economically worth the risk;
- (b) Raises home values by insistence upon higher standards of design and construction;
- (c) Safeguards existing values by consideration of the neighborhood as a unit;
- (d) Greatly increases the safety of the lender's investment by improving the quality of the underlying security;
- (e) Attracts increased savings, due to such greater safety of investments.

Operation of the Plan.

1. *The Federal Home Loan Bank Board and the Twelve Regional Banks.* Furnish to the member lending institution "Operating Guides" containing general educational material, suggested procedure and forms; methods of cooperating with approved local technical groups; coordination of lending policies with the Plan; guidance in promotional activities. Assure exclusive use of approved identification materials such as official insignia, slogan and Certificate of Registration. Explain Plan to member association and assist in training personnel.

2. *Local Group of Architects, Individual Architects or Technical Inspectors.* Furnish sketch plans and standard designs suitable to the locality for repeated use in small house field. Estimate construc-

tion costs. Qualify building contractors. Assure good construction by furnishing architectural service. This service includes detailed working drawings and complete specifications; inspection of site; determination of suitability of house design to site and to neighborhood; receiving of bids; periodical inspection of building materials and supervision of construction work; certification of payments to contractor and of satisfactory completion. Every home represented as built in conformity with this Plan must be periodically inspected during construction by an approved architect or technical inspector, who will approve such a home only if it complies with the approval plans and specifications.

3. *The Builder.* Proves his ability to carry out construction. Furnishes labor and materials as specified. Cooperates with material supply men and subcontractors. Enables inspection and testing of the work. Releases liens on completion.

4. *The Owner.* Provides building site, necessary equity funds, and evidence of ability to repay the loan.

5. *Member Association.* Undertakes local promotional campaign. Provides space and personnel for interviews with applicants. Lends to home builders if member makes construction loans and disburses building funds on certifications by the architect or technical inspector, and performs other duties of a fiscal agent.

Federal Housing Administration Program

EVER since the beginning the Federal Housing Administration has recognized the significance of the contribution of the architect to small home construction, in providing sound security for mortgages. Particularly is this true when the mortgages are for long terms and when the loan represents a large percentage of the appraised value.

Recognition of Architects.

First it employed architects of recognized reputation to analyze the physical characteristics of the property, estimate its cost for valuation purposes and to inspect the property during construction. Its procedure required a more careful analysis than was usual in mortgage lending practice.

Secondly, it required complete drawings and specifications from which to establish its property

rating and finally its commitment to insure the mortgage when the house was built. Its analysis stressed sound construction, good design and well organized plan. All this has led to the greater employment of architects by mortgagors applying for mortgage insurance. In those offices where records have been kept they show a growth in the percentage of applications where architectural service has been used directly or indirectly.

Again the fee for architectural services where used has been recognized as a legitimate cost in arriving at the estimate of the cost of replacement of the house in new condition, one of the major factors in the determination of the appraised value of the property.

While not wishing to minimize the contribution of the reputable builder and real estate operator,

the Administration has constantly emphasized in its literature the contribution of the architect in creating lasting value in residential building. Negatively, it has maintained its position also by refusing in spite of many requests, to provide an architectural plan service. Such plans as have been developed are for educational uses only. It is the belief of the Administration that it should not compete with architectural services. The architect, the Administration feels, should lead in any movement to provide sounder construction, better design, and a proper ratio of costs to use requirements.

Conventional Methods and Standards.

The Administration last year made a study of the small house to determine whether a house could be built using conventional methods and standard materials yet providing adequate living accommodations at a cost within reach of the lower income groups. The results of this study demonstrated that it was wholly possible and later it was demonstrated practically by actually building the houses in various sections of the country within the estimated costs.

The study proved that good planning was essential if the maximum economy was to be achieved.

Since a proper neighborhood is essential to sound residential real estate values another study was made of the production of neighborhoods for these low priced homes. These studies have been published in two technical bulletins.

Local Conferences.

Following a market analysis of the demand for homes in lower price ranges, with the results of these two studies the Administration has been conducting a series of conferences both on the principles of planning small houses and of subdivision design at which it is advocated the need for adequate technical services if a sound approach is to be made to this problem. These conferences, which have been held under the auspices of the planning agencies, A. I. A. chapters and real estate boards have met with remarkable interest and cooperation. Those attending have been architects, builders, subdividers and real estate men.

The Potentialities.

Within the past few years, and particularly with the emphasis upon the smaller houses, fewer and

fewer people are building their own homes. More and more are buying their homes from operative builders or real estate operators who not only build the house but also produce the finished product from the raw land. As equipment and materials have become more complex, the consumer has become more loath to buy what he cannot see.

This tendency is giving the architect an opportunity to play his part in this field, an opportunity he rarely had before. No longer is it a practical impossibility for him to provide his services in the low priced house field. The operative builder, whether a contractor or a real estate subdivider building for sale, offers a mass market which can be reached and served through them with profit to the architect.

While the consumer still must be convinced of the value of architectural services, his demand will more and more be exercised through the operative builder. The consumer in this price range has while recognizing the need for architectural services rarely felt he could afford it. When it is hidden in the sales price he will pay it gladly just as he does that of the high priced designer when he buys a ready made suit.

The Mortgage Lender.

Paralleling this the mortgage lender is more and more becoming conscious of the value created by architectural service. This is particularly true where he enters into the field of construction loans. Here he is brought into closer contact with the actual construction. Several mortgage lenders recently have recognized their close association with the architectural profession by engaging architects for review work in accordance with the principles acknowledged by the Federal Housing Administration and others have carried it further by cooperation with architects in groups or as individuals. The architects in these cases have provided portfolios of plans from which prospective home owners have chosen their houses. This has provided the architect with a mass market. Standardized plans have reduced his costs. The mortgage lender has been provided with sales promotional material.

The mortgage lender is a fruitful field for architectural promotional work as is the operative builder. They provide the surest and most logical outlet for the services of the architect interested in small low priced house design.

Part II—Ways and Means

ORGANIZING A SMALL HOUSE ARCHITECTURAL SERVICE

THE type of architectural service proposed is clearly to be differentiated from the usual plan service. It may be that some A. I. A. chapters have heretofore been interested in promoting a plan service to offset the many poor plans which are freely offered by builders, material producers or distributors. Indifferent success from such an activity should not be a deterrent to establishing an architectural advisory and supervisory service to the home builder, tied in with accredited lending institutions. Material producers and distributors have been dabbling in this design field mainly because the professional element has been slow to assume its rightful leadership.

Once the professional element has taken the lead in establishing a competent small house architectural service, responsible material producers and distributors may be expected to cooperate with and promote this rational basis of home building which uses good architectural plans and embodies technical supervision.

Does Not Compete with Regular Service.

Careful analysis of the proposal to furnish limited technical guidance reveals it as a service parallel to, but not in competition with full architectural service since it is directed at those home builders whose limited incomes preclude the purchase of regular architectural service. Hence the architect is not deprived of the recognized 6% (or higher) minimum fee. Rather he is offering another service at a fee commensurate with limited means of the home builder and the limited participation of the architect.

Experience to date, although admittedly limited, indicates that possibly one out of ten prospective home owners who are attracted by this special service, after consultation with the architect, will desire to arrange for individual service, both for houses within the maximum limit (usually \$7,500 for construction cost) and for houses above this maximum amount; moreover, the lending institution offering this special service will encourage such individual architectural service whenever possi-

ble, as it gives even greater assurance of sound planning and construction.

However desirable it might be to have individual service on all home building projects, this ideal is admittedly difficult to attain. Rather than insist on this unattainable objective, the architect should grasp this opportunity for assuming leadership in his respective community in raising the standards of small house construction, and for selling the services of the architect in a construction field which for some years to come will dominate construction volume.

DETAILS OF ORGANIZATION AND METHODS OF OPERATION

The particular method of organization and details of the service are primarily for the determination of the architectural profession in the locality. However, it is desirable to encourage reasonable uniformity in the conduct of such local architectural services, so that they may exchange experiences to their mutual advantage. Furthermore, it can be appreciated that the Federal Home Loan Bank System and the Federal Housing Administration, in endorsing such special architectural facilities for use through member lending institutions, will ask that certain agreed upon standards and procedures be observed.

Although there is no inter-connection from a management or operating standpoint between architectural groups in different localities, it would help to promote the program through national publicity if the names of various local groups are the same.

Form of Organization.

The furnishing of this special architectural service is a business undertaking. The participating architects, accordingly, must employ good business management and orderly procedure in effecting an organization. Ample precedent now exists to guide such form of organization. In Exhibit A are the Constitution and By-Laws and content of the service offered by the architectural group in Boston, Mass. It is suggested that the architectural group include not only participating architects who will be active in rendering the advisory and supervisory

service, but also some of the leaders in the profession who are willing to give of their experience in directing the policies of the group, and add prestige to its operations.

Such an organization necessarily must have operating committees empowered to perform particular functions. Most important of these is a Design Committee to pass upon each design admitted to the service, to formulate minimum standards of specifications, and to approve estimates of costs pertinent to such designs. Another committee should concern itself with the assignment of participating architects who will provide advisory and supervisory service to particular clients. In some cases this will take the form of designating architects who will handle clients obtained through different lending institutions offering the service. The activities of all committees should be coordinated through an executive committee, and where a manager is designated for the service, he would be responsible for the smooth functioning of all operations.

Agreement Between Architectural Group and the Participating Architect.

This agreement is an essential part of all the organizations now functioning. It sets forth the services to be rendered by the participating architect and constitutes a contract between him and the group. Suggestions for such an agreement are included in the organization procedure under Exhibit A. Also an agreement is included for participation of an associate member.

Schedule of Services and Fees.

An outline of the architectural service to be rendered the home builder and the pertinent fees and schedule of payments of such fees are, of course, the essence of the local architectural arrangements. Requirements will differ in various localities as to the number of specified visits to the job for inspection of material and supervision of construction. It is to be borne in mind that the suggested procedure includes the prequalification of contractors and securing of bids only from those who are considered competent by experience and attitude to perform a satisfactory job without daily cooperation of the architect or frequent inspections to detect incompetent or willful noncompliance with drawings and specifications.

While the cardinal feature of this program is that house plans will *not* be furnished without supervision of construction, conversely the Service might provide supervision of construction for clients if acceptable house plans are furnished by the clients.

Fees for the limited service are proportionate to the limited participation by the architect. On such a basis of comparison they are in conformance with recognized bases of compensation for full architectural service. And analysed on the basis of total number of consultations and inspections, they will be seen to give moderate compensation per unit of service.

Working Drawings and Specifications.

Working drawings and specifications must be completely detailed so that contractors may make intelligent bids and the performance under the contract be clear and unmistakable. This is particularly necessary in view of the limited inspections provided.

The local group determines the plans which are to be included in the service; local demand and usage are given careful consideration and a variety of designs made available in the various price ranges. Undoubtedly, many designs are now available on the architects' shelves, and there is a variety available in the Architects' Small House Service Bureau.

Use of prepared designs will reduce the initial investment by the architectural group in starting the service. Designs created by members of the group may be included but formation of the service should not be delayed unduly while awaiting the drafting of such new designs. Rather, they should be prepared gradually and substituted for the less popular designs in the service.

Standard specifications should be prepared and agreed to by the architectural group and should provide for addenda under each major subdivision to take care of modifications on the particular project.

Display Plans.

Since working drawings are too bulky and technical for review by the home builder, the designs, including elevations and floor plans, should be presented in an attractive display sheet. These

display plans are most important from a merchandising standpoint, since they provide the main outlet for the service when displayed at the cooperating lending institution.

An effective display plan should show floor plans of all floors, including basement, with full dimensions, with clear indication of all window and door openings, as well as special equipment and facilities. Floor plan reproductions appreciably smaller than 1/10-inch scale usually will not be large enough to enable the home builder to visualize orientation, circulation or the placing of furniture and equipment. Of course, a common scale should be used on all floor plans and renderings of elevations, to place them on a par for display to home builders. Use of color in the rendering of the elevation is recommended since it has been shown that colored drawings attract greater interest.

Cost Estimates.

If the home builder is to be served expeditiously and satisfactorily under this architectural service, it is necessary that estimates of cost for all designs in the service shall be reasonably correct. Estimates might be made by reliable contracting firms for the guidance of the group. To the construction cost should be added the architectural fee so that the client is quoted a gross price representing the full cost of building the particular house. Adding the value of the lot to such gross price gives the total investment for computation of the mortgage loan.

In view of fluctuation of prices, it is inadvisable to place such cost estimates on the display plan; rather, each design should have a supplementary cost estimate summary sheet, which may be revised as and when prices fluctuate. These summary sheets should give the estimated cost based on the control specifications adopted by the architectural group, with pluses and minuses for various changes in such specifications desired by the home builder.

Operating Forms.

Operating forms are described on page 29. These forms were developed from private architectural practice and from operations of small house architectural groups, particularly the Small House Architectural Associates of Massachusetts. They should be checked carefully for conformance with local laws and other requirements. However, un-

less a sound reason for change exists it is hoped that all groups will use these forms substantially as printed herein.

Management of the Service.

It is desirable, and in most instances will be necessary, that the architectural group should have a central headquarters, managed by an architect or other technically qualified person familiar with home construction and qualified to guide the home builder. In addition, the manager can contact lending agencies to secure outlets for the service and promote the use of the service by operative builders.

If feasible, such a manager can perform definite duties in connection with all projects, such as qualifying contractors and taking bids, as well as seeing that the entire service is expedited. Site inspections and architectural consultations with the home builder, and construction inspections may be performed by or under the direction of the manager. If necessary to conserve expenses, the office might be open only a half day so that the manager could spend the other half day in the field.

In the beginning, the expense of equipping and operating a headquarters' office for the group might be postponed if arrangements are made for the home builder to be turned over by the lending institutions or other outlet, directly to the architect who will furnish the service.

It is suggested that offices for the architectural group desirably might be located in conjunction with architectural material exhibits, or other recognized headquarters for home building advice and counsel.

Territorial Jurisdiction of Operating Groups.

The plan being followed is to encourage each local chapter of The American Institute of Architects to promote the organization of a small house architectural group to provide service to home builders throughout the territorial jurisdiction pertaining to the chapter. Some chapters, however, may prefer to cooperate in this effort with adjacent chapters.

Practically every chapter's jurisdiction includes one central city, where chapter activities are concentrated, and a number of smaller towns which may be without registered architects. It should be possible to select a portfolio of designs to meet the demands of the smaller places as well as of the

central city. Accordingly, the only arrangement necessary to furnish the architectural service in smaller places, would be to arrange for architects or technical inspectors located thereon to give the advisory and supervisory service.

The Central Architectural group, however, should take an interest and assume responsibility for the efficient conduct of the service throughout its territorial jurisdiction, and pass upon the qualifications of architects and technical inspectors employed in the outlying sections.

Working drawings and specifications ordinarily would be furnished from the central headquarters of the architectural group for all prospects throughout the territory covered by the service.

RELATIONS WITH LENDING INSTITUTIONS OFFERING THE SERVICE

Because of the growing recognition of the importance of architectural services in home building, and as a result of Federal Housing Administration operations under Title II of the National Housing Act, and of the promotion of the Federal Home Building Service Plan by the Federal Home Loan Bank System, some lending institutions are adding technically experienced persons to their loan departments. This is a desirable practice in that the lending institution is the better equipped to interpret the home builder's needs, work out the financial pattern and turn the client over quickly to the architects for service. Where the lending institution has no technically trained persons on its staff, the architects might well offer to assist in training one of the lending institution's employees and to cooperate in the development of operating

procedure whereby the architect will be injected into the picture at the opportune time, before the prospect is enticed away by others who would build or sell him a house without adequate technical participation.

Some lending institutions may be adding technical persons to their staffs with the idea of furnishing plans and a supervisory service directly. Where such instances are encountered, it should be relatively easy to convince the institution that its technical staff should be primarily advisors and salesmen, and that responsibility for design, specifications and supervision should be the concern of the regularly organized small house architectural service.

PROMOTING THE SERVICE

The fact that lending institutions provide outlets for the service and assist aggressively in its promotion does not relieve the architects of the necessity for promoting the use of their services independently. Educational work is necessary to acquaint the public with the intrinsic value of the architect's services in the small house field. Accordingly, the architect must take every opportunity to present his case to the public. Public addresses, radio talks and descriptive pamphlets provide an effective means of disseminating information. Newspaper publicity should be sought—and pictures and information about houses being built under the service should be made available to local papers. Job signs also offer an inexpensive, yet effective, means of identifying houses being built under this architectural service.

NOTE:

The exhibits on the following pages are shown as examples of the implementing material evolved by one group of architects in organizing to introduce needed technical service into the small house field.

The better building program being fostered by the Federal Home Loan Bank System, encourages a reasonable uniformity of organization and technical service pattern. To this end a suggested organiza-

tion procedure, including forms useful in developing home building projects so that design and construction adequately may be controlled, will be made available shortly, by the Federal Home Loan Bank System. Although the essentials of a satisfactory technical service are fixed, provisions will be made in the suggested procedure for minor variations to meet local conditions.

EXHIBIT A

SMALL HOUSE ARCHITECTURAL ASSOCIATES OF MASSACHUSETTS

234 BOYLSTON STREET, BOSTON

LETTER OFFERING SERVICES

H. R. ANDREWS, *Asst. Treas.*,
Reliance Cooperative Bank,
15 Dunster Street,
Cambridge, Massachusetts.

DEAR SIR:

The Small House Architectural Associates of Massachusetts have organized, as you already know, to furnish a special architectural service for small houses. The program has been approved* by The Board of Directors of The American Institute of Architects and by the Boston Chapter of The Institute. The By-laws of the Association permit membership to any architect of proved standing and competence in this field of work.

While this service is ultimately to be made available generally, the association is at present offering it to your bank and a few other members of the Federal Home Loan Bank System for a limited period, in view of your interest in this program, and your willingness to advertise and promote the service, and assist in this preliminary test of the program in order to perfect its details and make it serviceable and workable.

The service is further indicated by the enclosed tentative "Program" and the appended "Schedules of Service and Fees," which explain the respective functions of the Architect and the Bank.

Illustrations of the stock designs for the general information of the bank, and its customers will be made available to the bank shortly. Study of these designs to determine their adaptability to the requirements of a customer will be most fruitful when made in conference with the architect as provided in Item A of the Schedule of Services—a set of basic specifications indicating minimum construction standards will be developed. Sound processes necessarily are to be assumed in connection with this service.

This special service is provided only for houses costing not over \$7,500. Many of your customers may require a larger expenditure in which case the members of this association will be glad to serve them on a basis of normal architectural service and fees mutually acceptable.

The Architects now members of this Association or that have been elected to membership subject to their acceptance are as follows:

Felix A. Burton, H. Daland Chandler, Frank W. Crimp of the firm of Adden, Parker, Crimp and Clinch, Edwin B. Goodell, Jr., Andrew H. Hepburn of the firm of Perry, Shaw and Hepburn, J. D. Leland of the firm of Leland and Larsen, Frank Owens, William Stanley Parker, Mrs.

E. M. O'Connor of the firm of Howe, Manning and Almy, Carl S. Priestley, George Lawrence Smith, Dana Somes and John T. Whitmore of the firm of Andrews, Jones, Biscoe and Whitmore.

There are also a number of applications for membership yet to be acted upon.

We will be glad to confer with you as to the assignment of architects and other details of the program upon hearing from you that you desire to inaugurate the service as outlined. We are most anxious to make this service a useful adjunct to your financial service for your customers so that both their interests and your interests may receive the protection to be afforded by a procedure aimed to assure competent design and construction.

Very truly yours,

(S) DANA SOMES,
President.

CONSTITUTION

Article I—Name.

The name of this association shall be The Small House Architectural Associates of Massachusetts.

Article II—Purposes.

The purposes of the Association shall be to make available to the public through the cooperation of its members architectural service suited to the needs of small house builders, and more particularly but without limiting the generality of the foregoing, to cooperate with lending institutions making use of a "home loan building plan" or some similar plan by aiding such institutions to obtain the services of qualified architects for their customers.

Article III—Membership.

SEC. 1. Persons eligible for membership in this Association shall be practicing architects who are able to qualify as to their character, capability and experience in small house building to the satisfaction of the Board of Governors.

SEC. 2. All practicing architects who are present at the organization meeting of this Association shall be *ipso facto* members of the Association, but shall only retain such membership upon signing within a reasonable time such agreements as the Board of Governors shall direct and upon paying an admission fee of \$25.00 into the treasury of the Association.

Article IV—Government.

SEC. 1. The affairs of the Association shall be directed by a Board of Governors consisting of not less than seven members all of whom shall be members of the

* The Board has approved the principle of group practice, but has not approved any specific plan.

Association and not less than four of whom shall be corporate members of The American Institute of Architects.

SEC. 2. The first Board of Governors shall be elected at the organization meeting of the Association and shall consist of seven members, one to be elected until the annual meeting of 1937, two until the annual meeting of 1938, two until the annual meeting of 1939 and two until the annual meeting of 1940. The members of the Board of Governors whose terms expire at any annual meeting shall be elected at such annual meeting. If any vacancy occurs during the year the remainder of the Board shall fill such vacancy until the next annual meeting.

SEC. 3. There shall be also a President, Vice-President, Secretary and Treasurer who shall all be elected by the Board of Governors.

SEC. 4. Members of the Board of Governors and officers of the Association shall hold office until their successors are duly elected and qualified.

SEC. 5. The Board of Governors shall be vested with title to all the property of the Association and shall have all powers necessary and appropriate for the disposition thereof, the drawing of contracts, agreements, licenses and other documents and shall have power to bind the Association in all matters necessary or appropriate for carrying out the purposes of the Association. The said Board shall also be vested with all powers necessary and appropriate for the government of the Association and may adopt such rules, regulations and orders as it may deem necessary and all members of the Association shall be bound thereby. It shall also have power to appoint, direct and discharge such employees, agents and attorneys as it may deem advisable and in all respects to act in regard to the property and government of the Association as if the said Board were the sole owner of such property, including but without limiting the generality of the foregoing, power to sue and be sued in the name of the Association.

SEC. 6. Every member of the Association consents and agrees to comply with all provisions hereof and all provisions of the By-laws enacted hereunder and all amendments of the Constitution and By-laws as may be legally made from time to time and all regulations and decisions made by the Board of Governors or other constituted authority in accordance therewith.

SEC. 7. This Constitution may be amended at any regular or special meeting of the Association by a two-thirds vote of those present, provided that the Secretary shall have sent to each member a copy of the proposed amendment and a notice of the meeting at which it is to be voted upon at least ten days in advance thereof.

BY - LAWS

I. Membership.

Any architect fulfilling the membership requirements as set out in the Constitution may apply for membership to the Board of Governors and may be elected by a majority of a quorum of the Board of Governors at any meeting thereof after supplying such information as

the said Board may require, and every such candidate shall become a member after such election and after he has signed such agreements or other documents as may be required by the Board of Governors from time to time and after he has paid a fee of \$25.00 to the Treasurer of the Association.

II. Termination of Membership.

The death of any member shall operate automatically as the termination of his membership in the Association and any member may resign by submitting his resignation in writing to the Board of Governors which shall be effective ten days from the date thereof provided, however, that the member shall not be relieved from any obligations already undertaken in any work for or obtained through the Association. Any member may be expelled or suspended by the Board of Governors if in the opinion of a majority of the whole Board at any meeting thereof such member shall have been guilty of professional misconduct or of any conduct deemed prejudicial to the interests of the Association by said Board or if said member has failed to pay any dues, assessments or other payments required by any article or By-law of the Association or regulation of the Board of Governors. No member shall be suspended or expelled (except for non-payment of such amounts due) unless he shall have had an opportunity to be heard before the Board of Governors.

III. Property of the Association.

If at any time in the opinion of the Board of Governors there is sufficient property of the Association so that any part of it may be distributed without prejudice to the interest of the Association the Board of Governors may distribute pro rata among the then members of the Association such part of the property as it may deem advisable. In the event that the membership of any member shall be terminated after such vote but before distribution is made, he or his estate shall be entitled to the share that he would have taken if still a member. The Board of Governors may also in their sole discretion consider for this purpose a member who has resigned or the estates of a member who has died as still being a member of the Association if in their opinion any of the property to be then distributed had been earned during the time such former member was a member and the Board may make such share to such former member equivalent to an amount to which in the sole discretion of the Board the said member may be entitled.

IV. Meetings of Members.

There shall be an annual meeting of the Association which shall take place on the first Monday of February and notice of which shall be given by the Secretary to all members at least one week before the said meeting is held. Special meetings of the Association may be called at any time upon such notice, at the request of a majority of the Board of Governors or the written request of at least twenty-five per cent of the members of the Association addressed to the Board of Governors.

V. Meetings of Board of Governors.

The Board of Governors shall hold regular monthly meetings on such date as may be determined by said Board.

Special meetings may be called by the President and he shall call such special meeting upon the written request of three members of said Board. The Secretary shall give at least three days' notice of said special meetings; but such special meeting shall, in any event, be a legal meeting in the absence of such notice provided either that the whole Board of Governors is present or provided every member not present waives in writing notice of the meeting.

Four members of the Board of Governors shall constitute a quorum for the transaction of business and shall have power to bind the Association in all matters unless specifically provided otherwise in the Constitution and By-laws.

VI. Officers.

1. The President shall preside at all meetings and shall be the principal executive officer of the Association. He shall exercise general supervision over the affairs and activities of the Association and shall discharge such duties as shall be conferred upon him by the Constitution and By-laws or by resolution of the Association or by the Board of Governors.

2. In the absence or disability of the President, the Vice-President shall act and discharge all the duties and exercise all of the powers of the President.

3. The Treasurer shall collect and receive all money payable to the Association. He shall have charge of and disburse the same in accordance with the authorization of the Board of Governors. He shall keep books of account of all receipts and disbursements and shall be responsible therefor to the Board of Governors. The Treasurer shall cause all funds of the Association to be deposited with such depository as the Board of Governors shall approve. The Board of Governors may require the Treasurer to furnish a fidelity bond at the expense of the Association for such amount as the Board may determine.

4. The Secretary shall keep the minutes and records of the meetings of the Association and of the Board of Governors and Committees and shall discharge such other duties and exercise such other powers as shall be conferred upon him by the Constitution and By-laws or by resolution of the Board of Governors.

5. All the officers shall be appointed from among the members of the Association and the President and Vice-President shall be appointed from members of the Board of Governors.

VII. Design Committee.

There shall be a Design Committee appointed by the Board of Governors. The Design Committee shall elect a chairman annually from its own membership. The duties of this Committee shall be:

To formulate requirements for complete designs, working drawings, specifications and other related documents, and pass upon all designs to be issued by the Association.

To assemble an adequate supply of stock plans; fix prices of same, and arrange for the distribution of literature.

To employ adequate salaried draughting force as necessary under budget approved by the Board of Governors.

VIII. Compensation.

Any member shall be entitled to compensation and to reimbursement of expenses from the Association for services as a member of the Board of Governors, member of the Design Committee, or for other services rendered the Association on such basis as may be approved by the Board of Governors.

IX. Amendments.

These By-laws may be amended at any regular or special meeting of the Association by a two-thirds vote of those present, provided that the Secretary shall have sent to each member a copy of the proposed amendment and a notice of the meeting at which it is to be voted upon at least ten days in advance thereof.

X. There shall be schedules of services and fees which all members obtaining work through the Association shall agree to observe as originally established or as changed from time to time. Such schedules shall be established by the Board of Governors at any meeting thereof, and may be changed by it from time to time as circumstances require. Every prospective member shall have notice of such schedules, and every member shall be given notice by mail of any duly authorized changes therein.

XI. No member either in his private capacity or as a member of the Board of Governors or any other committee or Board appointed by the Association shall be liable to the Association or any other member thereof for any acts other than those caused by his own wilful default. Nor shall any member be liable for the acts of any other member.

XII. No person contracting with the Association shall look for satisfaction to the individual property of any member of said Association but only to the property of the Association, and the Board of Governors shall cause notice of this provision of the By-laws to be inserted in all contracts made by it with persons not members of the Association.

AGREEMENT FOR FULL SERVICE

(BETWEEN ARCHITECT AND SMALL HOUSE ARCHITECTURAL ASSOCIATES)

I, _____ practicing architect, legally practicing in the State of _____ in consideration of my election as a member of the Small House Architectural Associates of Massachusetts, hereby agree with said Association as follows:

1. I enclose cheque herewith in the sum of Twenty-five Dollars as entrance fee to the said Association.

2. I agree to abide by the code of ethics of The Amer-

SCHEDULE OF SERVICE DESIGNS, CONFERENCES AND INSPECTIONS

A. A preliminary inspection of the site and one 2-hour conference for selection of a stock design. This service to be rendered upon notification from the bank that the customer has been approved for credit and character. (Covered by 1st payment on the Fee.)

B. Two 2-hour conferences in connection with preparation of plans and specifications for bids at the settling of contract with selected bidder. (Covered by 2nd payment on the Fee.)

C. During construction one 2-hour conference in connection with selection of colors, papers, electric fixtures and other details.

Seven visits of inspection at or about the following times:

1. Soil inspection and layout of batter boards.
2. Excavations and foundations.
3. Framing and house boarded in.
4. Ready to plaster.
5. Interior finish and floors.
6. Interior painting.
7. Final inspection for acceptance.

Reports.

After each inspection a report is to be made to the bank, indicating progress and confirming any instructions given the builder either as to work needing correction or as to any changes found necessary or desirable in the plans or specifications.

D. Designs—The Association will provide a group of stock designs adapted to different costs and requirements, and sufficient in number and variety to provide reasonable freedom of choice to clients. It cannot provide unlimited choice and the designs must be such as are adaptable to repeated use under average conditions. Abnormal requirements of an owner or conditions of site, which cannot be met by minor changes in a stock design will require special designs.

SCHEDULE OF FEES

Based upon the Program and Schedule of Services approved by the Association.

1. First Payment.

Covering item A of the Schedule of Service.....\$10.00
This fee* is to be paid by the Bank from Application Fee collected from owner or builder to cover preliminary appraisal on which security committee will act, and is to be paid whether or not the loan is approved.

*NOTE: Generally the architect rather than the lending institution should collect this initial fee at the time the client is first referred to the architectural service by the lender, when the arrangements for site inspection and design selection conference are being made.

2. Second Payment.**

Covering Item B of the Schedule of Service. This element of the fee is to be paid on submission of bids to the bank, the lowest bid being not more than 10% in excess of the architect's preliminary estimate, according to the following schedule:

Cost of Construction	Fee
Under \$4500	\$60.00
4500-5500	70.00
5500-6500	80.00
6500-7500	90.00

3. Final Payment.

Covering Item C of the Schedule of Service. This element of the fee is to be paid upon submission to the bank of final report covering the final inspection and acceptance, according to the following schedule:

Cost of Construction	Fee
Under \$4500.....	\$45.00
4500-5500	50.00
5500-6500	60.00
6500-7500	75.00

4. Summary of Payments.

Cost of Construction	Under 4500	4500-5500	5500-6500	6500-7500
1st payment	10	10	10	10
2nd payment.....	60	70	80	90
3rd payment.....	45	50	60	75
Total Fee.....	115	130	150	175

5. Extra Services.

Changes required in the stock designs will be made on a time basis at the rate of \$2.50 per hour. Extra conferences or inspections desired by the bank or the builder will be small, subject to an extra charge of \$5.00 for each such conference or inspection taking not over two hours.

6. Multiple Operations.

When more than one house is built simultaneously by the same owner or builder in adjacent locations, the total standard fee will be reduced 2% for each additional house up to but not exceeding a total of 15 additional houses, for all work exceeding 16 houses the reduction being 30%.

7. Special Designs.

If a special design is required by unusual conditions of site or the owner's requirements or desires, the total fee, based upon the conferences and inspections as provided in Items A and C of the Schedule of Services, will be 6% of the total cost of construction. The excess of this fee over the standard fee provided in the Schedule will be paid as part of the Second Payment.

**NOTE: Upon receipt of his second payment the member architect pays ten dollars into the treasury of the Small House Architectural Associates of Massachusetts to finance operations and defray expenses.

AGREEMENT FOR ARCHITECTURAL SERVICE

Standard Form of the Small House Architectural Associates of Massachusetts

Made this day of A. D. 19.....

By and between Address

..... Hereafter known as Owner

and Address

..... Hereafter known as Architect

WITNESSETH:

A. The Architect agrees to furnish architectural service items as listed and described on the back of this form,
for House Design No. located at,
in the City (Town) of

B. As compensation for services rendered by the Architect, as provided above, the owner agrees to pay the Architect a fee as follows:

1st payment upon completion of service under Item I \$.....

2nd payment upon submission of bids \$.....

Final payment upon completion and acceptance of work by Architect . . . \$.....

Total Fee \$.....

with additional payments for such services as may be ordered by the Owner in accordance with Items 8, 9, 10 and 11.

C. It is understood and agreed that the design referred to herein is furnished only for the construction operation described above under the architectural service herein specified, and remains the property of the Architect for similar use with other clients: that all drawings and specifications are instruments of service and except as required for filing with governmental or other authorities, are to be returned to the Architect on completion of this contract, and may not be reproduced or re-used by the Owner or others except by agreement with the Architect.

This Contract executed at by the parties herein,
the day and year first above written.

.....

.....
OWNER

.....
ARCHITECT

ARCHITECTURAL SERVICE ITEMS

(This is the reverse side of Form No. A 1 on page 27.)

1. First conference with Owner: Assist owner in selection of a standard plan suitable for his requirements; inspect the lot and advise as to the most suitable design type for the lot and neighborhood; and the proper location of the house on lot. Check municipal services available, sewer, gas, electric light, water. Check lot restrictions, building laws.
2. Second conference with Owner: Check carefully all drawings, details and specifications for construction, finish and equipment. Make note of minor changes. See Item 8 for changes involving redrawing of the plans and specifications. Select contractors to bid on the work.
3. Furnish six (6) complete sets of specifications and blueprints of working drawings at $\frac{1}{4}$ " scale, with all necessary dimensions, locations of heating, plumbing and electrical equipment and outlets, together with necessary details.
4. Invite and receive in the name of the Owner not more than four (4) proposals from qualified contractors.
5. After bids are in, confer with Owner and selected contractor for final settlement of all items. Check the layout of the house on the lot and inspect for subsoil footings.
6. Prepare the contract documents with any necessary addenda or notes on specifications and plans, and send all documents to the bank for Owner and Contractor to sign.
7. Make six (6) inspections of the work during construction and certify as to payments due the contractor. In the inspections the Architect will perform the duties incumbent upon the Architect in the contract documents.
8. Make changes requested by the Owner to standard drawings and specifications at a charge of Two Dollars and Fifty Cents (\$2.50) per hour.
9. Make extra inspections of the construction work, if required by Owner, at Five Dollars (\$5.00) per inspection.
10. Hold extra consultations with the Owner, if required by Owner, at Five Dollars (\$5.00) per consultation.
11. Furnish additional sets of drawings and specifications at cost.

NOTE: If entirely new design is required by the Owner, special arrangements may be made with the Architect. Full details of this service will be given on request.

ADDITIONAL FORMS TO GOVERN MODIFIED ARCHITECTURAL SERVICE

Interested parties may secure a complete set of specimen copies of the following additional operating forms by communicating with the Chairman of The Committee on Housing of The American Institute of Architects, 1741 New York Avenue, Washington, D. C.

OPERATING FORMS

Agreement for Architectural Service.

Covers specific services to be rendered the home builder and the architect's compensation.

Architect's Report Upon Proposed Construction and Building Site.

Made out by the architect after inspection of the site to determine suitability of selected design to site and neighborhood and to check special requirements of the site. Furnishes lending institution with important data relating to desirability of prospect from lending standpoint. (A similar form is used for modernization projects.)

Preliminary Estimate of Construction Cost.

Furnished the lending institution along with the display plans. Used to estimate construction cost in developing the individual home builders project.

Alternate to Preceding Form.

Designed for same use as the preceding form but provides for alternate specifications. Control specifications are listed with plus and minus amounts for alternates.

Facilitates the development of construction costs in those cases where alternates are introduced into the project.

Invitation to Submit Proposal.

Instructions to Bidders.

Proposal.

Contract Proposal (Including Invitation to Bid.)

An alternate form combining the three preceding forms to reduce paper work and simplify procedure.

Agreement and General Conditions Between Contractor and Owner.

Regular A. I. A. Short Form for Small Construction Contracts.*

Owner's Order for Changes in the Contract Work.

Architect's Order to Correct Work.

Construction Inspection Report.

Systematizes the architect's construction inspections.

Certification of Payment Due Contractor.

Provides for an orderly handling of payments for construction work.

Owner's Acceptance of Contract Proposal.

Owner's Order to Commence Work.

Owner's Order Locating House on Lot.

Owner's Acceptance of Work (Final).

Contractor's Qualifying Statement.

*NOTE: The Institute issued in February, 1936, a new document entitled "The A. I. A. Short Form for Small Construction Contracts—Agreement and General Conditions between Contractor and Owner." This form is issued by The Institute for use when a stipulated sum forms the basis of payment and is not, therefore, intended for use in cost-plus forms of contract.

The issuance of this form is in response to a very definite current demand for a standard contract form appropriate for small contracts as differentiated from important contracts for which the regular standard contract documents were developed and have long been in use. There has been for many years some indication of a desire for such a form but so slight as not to warrant the possibility of confusion due to the issuance by The Institute of two standard contract forms.

The current influence on the field of small construction contracts due to the activities of the Federal Housing Administration, the Home Owner's Loan Corporation, and the Federal Home Loan Bank has brought this matter before The Institute with a new force. The need of such a form has been indicated by officials of the above mentioned federal activities, and has been attested by architectural supervisors of F. H. A.

There is a very large potential use for this new document, and it can be of substantial help in bringing into

this small construction field a more orderly contract procedure.

The form has been developed through a process of elimination and simplification applied to the original standard Agreement and General Conditions, keeping in mind that it was not intended to be used or recommended for use in contracts involving substantial costs or special complications. No specific price limit could be applied in indicating the contracts for which this short form will be suitable. A contract of relatively small amount may involve many complications making desirable very complete contract conditions. On the other hand, a contract of a somewhat larger amount may be extremely simple and justify the use of the simplified form of contract. Architects should keep this distinction clearly in mind when determining whether to use the Short Form or the Long Form.

Only from two to four copies will be needed for each contract. The document is as effective for these small contracts as the longer and somewhat more expensive forms are for larger contracts, for which a very much larger number of copies are generally required.

The new Short Form is recommended to the careful consideration of the architectural profession, contractors, owners, and lending agencies as a new document of great value for the protection of all parties concerned in the very large field of small construction contracts.

Structural Service Department

BY THEODORE I. COE, TECHNICAL SECRETARY OF THE STRUCTURAL SERVICE DEPARTMENT.

Standards of School Lighting.

ORIGINALLY in 1924, and as later revised in 1932, the American Standards Association approved as an American Standard the "*Standards of School Lighting*," prepared under the joint sponsorship of the Illuminating Engineering Society and The American Institute of Architects.

The formulating of the Standard was the work of a Joint Committee composed of representatives of The American Institute of Architects; American Institute of Electrical Engineers; American Medical Association; American Public Health Association; Eyesight Conservation Council; Illuminating Engineering Society; National Association of Public School Business Officials; National Bureau of Casualty and Surety Underwriters; National Council of Schoolhouse Construction; National Education Association; National Electric Light Association; National Safety Council; National Society for the Prevention of Blindness; U. S. Department of Commerce, National Bureau of Standards; U. S. Department of the Interior, Office of Education; U. S. Department of Labor, Women's Bureau; U. S. Treasury Department, Bureau of Public Health Service.

Since the approval of the Standards of School Lighting, in 1932, scientific research, both in this country and abroad, in the relation of illumination to seeing, has developed a more definite scientific foundation for lighting practice. To make this effective in its application to the lighting of schools, a meeting of the Joint Committee was recently called by the Sponsors at which consideration was given to the revision of the present Standard to bring it into accord with the recommendations resulting from recent researches in the field of illumination in relation to seeing and the avoidance of eye strain.

It is expected the "*Standards of School Lighting*," as revised, will be ready for publication within the next few months, at which time copies may be obtained from the Illuminating Engineering Society, 29 West 39th Street, New York, N. Y.

Commercial Standards and Simplified Practice Recommendations.

The U. S. Department of Commerce, through the National Bureau of Standards, has in recent months promulgated revisions of the following Commercial Standards and Simplified Practice Recommendations, copies of which are on sale by the Superintendent of Documents, Washington, D. C., at the price indicated:

Staple Vitreous China Plumbing Fixtures (2nd Ed.) Commercial Standard CS20-36	10¢
Mirrors (Second Edition)—Commercial Standard CS27-36	05¢
Douglas Fir Plywood, Domestic Grades (2nd Ed.) Commercial Standard CS45-36	05¢
Metal Lath, Expanded and Sheet—Simplified Practice Recommendation R3-36..	05¢
Vitrified Paving Brick—Simplified Practice Recommendation R1-36	05¢
Coarse Aggregates (Crushed Stone, Gravel and Slag) Simplified Practice Recommendation R163-36	05¢

A.S.T.M. Standards and Tentative Standards.

Many of the 513 Standards and 284 Tentative Standards formulated under the sponsorship of the American Society for Testing Materials refer to specifications, methods of testing, recommended practices, or definitions on a specific subject in the field of building and engineering, of interest and practical value to the architect.

A complete list of these Standards and Tentative Standards, as of January 1, 1937, has been published in a recently issued Index, copy of which may be obtained, without charge, upon request to A. S. T. M., 260 S. Broad Street, Philadelphia, Pa.

The Producers' Council, Inc.

Research Bulletin No. 22 has been issued by The Producers' Council, Inc. Copies may be had upon request to The Producers' Council, Inc., 19 W. 44th St., New York City, or the Structural Service Department of The Institute.

Gold Medal of The Royal Institute of British Architects

SIR Raymond Unwin, past President of the Royal Institute of British Architects, Honorary Corresponding Member of The American Institute of Architects, international authority on housing and civic design, and special lecturer at the Massachusetts Institute of Technology and Columbia University, will receive the Royal Gold Medal of the Royal Institute of British Architects at a special meeting in London on April 12.

The Royal Gold Medal for the promotion of

architecture, instituted by Queen Victoria in 1848, is annually conferred on some distinguished architect, or man of science or letters, who has designed or executed a building of high merit or produced a work tending to promote or facilitate the knowledge of architecture or the various branches of science connected therewith.

Sir Raymond's many friends in America, members of The Institute and laymen, are gratified that this high honor has come to him.

Proposed Alteration of The Capitol

A BILL to revise the central part of the Capitol building at Washington has again been presented in the Senate. Two years ago practically the same bill passed the Senate without discussion, but was tabled by the House Committee on Public Grounds and Buildings after extended hearings.

The bill authorizes a committee to prepare plans for bringing the east front of the central portion forward a distance of from 12 to 40 feet and to reface

the whole of the old work of painted sandstone, designed and built by Thornton, Latrobe and Bullfinch, with marble to match the later wings built by Thomas U. Walter.

The Institute as a body has never taken any stand for or against the proposed changes, but this year the Baltimore, Philadelphia and Boston Chapters have passed resolutions in regard to it.

As of Interest

ELECTIONS TO NATIONAL ACADEMY OF DESIGN

Everett V. Meeks, F. A. I. A., Dean of the Yale School of Fine Arts, Yale University, and John A. Holabird, F. A. I. A. of the Architectural firm of Holabird and Root of Chicago, have been elected to the National Academy of Design.

THE CRYSTAL PALACE

The passing of the Crystal Palace is one of the major tragedies in the history of building. The essential character of the structure was lightness

and economy—qualities which even now are regarded as being ultra-modern. It withstood every kind of attack from the elements for so many years, though fire claimed it in the end.

Yet one of the most curious things about the whole matter is that there does not appear to be any official enquiry into the conditions under which this building of steel and glass became so inflammable. Surely the destruction of such a building, built of apparently non-inflammable materials, raises the most important questions for our profession.

Design & Construction, London.

Case Report of the Medical Association of the State of Illinois

The patient, a male, aged 45 years, was admitted to the hospital on March 15, 1923, with a diagnosis of acute myocardial infarction. The patient had a history of hypertension and had been treated with digitalis and diuretics. On admission, the patient was found to be in a state of shock, with a pulse rate of 100 per minute, a blood pressure of 100/60 mm. Hg., and a temperature of 100.5 F. The patient's condition improved over the next few days, and he was discharged on April 10, 1923.

The patient's condition was stable until March 25, 1923, when he developed a fever of 102.5 F. and a pulse rate of 120 per minute. The patient was treated with salicylates and antibiotics, but his condition continued to deteriorate. On March 30, 1923, the patient died of a massive pulmonary embolism. The autopsy revealed a large thrombus in the main branch of the pulmonary artery, which had caused the patient's death.

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