

## 2002 ECONOMIC CENSUS OF PUERTO RICO Construction

### INFORMATION SHEET

The 2002 Economic Census covering the Construction sector includes operations of establishments primarily engaged in these broad types of activities:

- Building construction - by general contractors, special trade contractors, design-builders, developers, or construction managers.
- Heavy construction - (work on nonbuilding structures, such as highways, sewer lines, power plants, and refineries) by contractors, design-builders, developers or construction managers.
- Land subdivision - (Subdividing and developing lots for sale) by subdividers.

"Construction" includes -

- new or original construction;
- additions, alterations, rehabilitation, remodeling, or reconstruction; and
- maintenance, repair, or service work.

If an establishment is **NOT** engaged in a construction activity, **DESCRIBE** its business or activity in **ITEM 18 AND COMPLETE** the report form as accurately as possible.

#### DEFINITION OF ESTABLISHMENT

A construction establishment is a relatively permanent office, or other place of business, where the usual business activities related to construction are conducted. Generally, a relatively permanent office is one which has been established for the management of more than one project or job which is expected to be maintained on a continuing basis.

Establishment activities include but are not limited to: estimating, bidding, scheduling, purchasing, and supervision of the actual construction work being done at one or more construction sites.

Examples of construction establishments are:

- Office or branch office of a construction contractor or builder, even if the office is in a home.
- Office or shop of a special trade contractor who specializes in activities such as plumbing, painting, carpentry, etc.

- Construction division or subsidiary of a manufacturing or other business company, which undertakes construction for the parent company or others.
- Separate legal entity which has been established to carry out a given project, part of a project, or to undertake a construction project as a joint venture.

#### GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment owned or controlled by your company or organization. If you did not receive a separate report form for each establishment, visit our web site at [www.census.gov/econhelp](http://www.census.gov/econhelp) or call 1-800-233-6136 between 8:00 a.m. and 8:00 p.m., eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2002. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from the Internal Revenue Service (IRS) Form 941-PR, Employer's Quarterly Federal Tax Return). Indicate in item **30** the exact dates covered.
- If an establishment stopped operating before January 1, 2002, mark (X) the box to indicate "none" in item **1**, indicate action and date in item **29**, and return the report form.
- If an establishment was closed, sold, or leased to another company or organization during 2002, complete the report form for the portion of 2002 that the establishment was operating as part of your company or organization.
- Sales and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.
- If there are any questions or if any communication regarding this report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please photocopy each completed report form for your records and return the original.

- Public reporting burden for this collection of information is estimated to average about 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0894, Room 3110, Federal Building 3, U.S. Census Bureau, Washington, DC 20233-1500. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0894" as the subject.
- You are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

## INSTRUCTIONS FOR SELECTED ITEMS

### 3. PHYSICAL LOCATION

Answer both sections (A and B) of item **3** even if the mailing address shown is correct.

### 4. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

#### A. Receipts, billings, or sales for construction work

##### Include:

- Work on new construction, additions, alterations, reconstruction, maintenance, repairs and service work.
- Receipts, billings, or sales for construction work under any type of **contract** - general, special trade, design-build, construction management, engineer construction, etc.
- Cost of labor, materials, overhead and profit.
- Sales of houses and other buildings you built which were sold during 2002.

##### Exclude:

- Estimated value of undeveloped land from the value of construction work.

#### B. Receipts for all other business activities

##### Exclude:

- Nonoperating income such as interest, dividends, or the sale of fixed assets.

### 5. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE

- A. Online refers to any transaction or contract completed over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system.
- B. Percent of total sales, shipments, receipts and revenue through electronic commerce at this establishment.

##### Include:

- Online orders accepted for construction work from customers.
- Online orders accepted by the corporate office but completed by this establishment.
- Any agreement negotiated online, including electronic mail (e-mail) between the customer and this establishment on the price and/or terms of the construction work or goods.
- Telephone transactions using interactive voice response systems.

##### Exclude:

- Online payments or billing where the order or contract was **not** negotiated online.
- Online orders or contracts placed over facsimile machines or switched telephone networks.

### 6. EMPLOYMENT AND PAYROLL

#### A. Total employment

Definitions are the same as those used on the Internal Revenue Service (IRS) Form 941-PR, Employer's Quarterly Federal Tax Return.

If employees worked at more than one location, report employment and payroll for employees at the **ONE** location where they spent most of their working time.

##### Include:

- All full-time or part-time employees.
- Those on paid sick leave, paid holidays, and paid vacations.

##### Exclude:

- Subcontractors and their employees.
- Temporary staffing obtained from a staffing service.
- Proprietors or partners of an unincorporated business (include in item **6B**).

- Unpaid family members (include in item **6C**).

**A1. Number of paid construction workers**

**Include:**

Construction workers on the payroll of this establishment during four specific pay periods including the 12 of March, May, August, and November, 2002.

Construction workers include workers up through the working-foreman level, including laborers, truck drivers and helpers, equipment operators, mechanics and security guards.

**A4. All other paid employees**

**Include:**

All other employees including those engaged in supervision above the working-foreman level, office staff, architects, engineers, purchasing agents, executives, and others engaged in nonconstruction activities.

**B. Proprietors and partners**

**Include:**

- Proprietors and partners of an unincorporated business working 15 or more hours during the week of March 12, 2002.

**C. Unpaid family members**

**Include:**

- Unpaid family members of an unincorporated business working 15 or more hours during the week of March 12, 2002.

**D. Payroll**

1. Annual payroll
  - a. Report the payroll only for the construction workers reported in item **A1**.
  - b. Report payroll for all other employees reported in item **A4**.

**Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2002, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

**Exclude:**

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.

**9. HOURS WORKED**

Report hours worked only for the construction workers reported in item **6A1**.

**Include:**

- Hours worked during four specific pay periods including the 12 of March, May, August, and November, 2002.
- Overtime hours as actual hours worked not as straight-time equivalent hours.

**Exclude:**

- Hours paid for vacations, holidays (unless actually worked), or sick leave.

**12. ASSETS, CAPITAL EXPENDITURES, RETIREMENTS, AND DEPRECIATION**

Depreciable assets are the fixed tangible property of this establishment for which depreciation accounts are ordinarily maintained.

Capital expenditures are those which were or will be chargeable to the fixed asset accounts and for which depreciation accounts are ordinarily maintained. Include the cost of capital improvements that were made during 2002 which increased the value of property or adapted it for another use. Capital expenditures for leasehold improvements (made to property leased from others) are also included.

If any building or equipment has been acquired under a capital leasing arrangement, report the original cost or market value as a fixed asset and as a capital expenditure if acquired in 2002. If the lease qualifies as an operating lease, do not include the value of the building and equipment as a fixed asset or capital expenditure.

**15. SELECTED EXPENSES**

**A1. Cost of materials, parts, and supplies**

Report job-site, general office, and all other material, parts, and supply costs relating to the construction and other business activities of this establishment.

**Include:**

- Equipment purchased by this establishment that was installed in a building as an integral part of its structure, such as elevators, air conditioning equipment, etc.
- Costs after discounts for the materials, parts, and supplies that were purchased by this establishment or obtained from other establishments of your company.

- Freight and other direct charges for the materials, components, and supplies used in 2002.
- Expendable tools that were charged to current accounts in 2002.

**A2. Cost of construction work subcontracted out**

**Exclude:**

- Cost of materials purchased by this establishment for subcontractors.
- Cost of design work subcontracted out.

**18. KIND OF BUSINESS**

Choose the **one** kind of business that best describes the establishment in 2002. If none of the provided selections seem appropriate, mark (X) the box next to "Other kind of construction activity" and provide a specific description of the primary business activity.

**22. DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

The kind of business activities reported in item **22** should be consistent with item **4**. That is, the sum of the percentages reported in item **22A** for construction activities should equal the percentage obtained when the total dollar value of construction activities in item **4A** is divided by the total Sales, Shipments, Receipts, or Revenue reported in item **4C**.

For example, if you reported \$75,000 in item **4A** and \$100,000 in item **4C**, then the sum of the percentages reported in item **22A** should equal 75 percent. The sum of the percentages reported in item **22B** for other activities should equal the percent obtained when the dollar value of item **4B** is divided by that of item **4C**. The sum of the entries in items **22A AND 22B** should equal 100 percent.

**A. Construction work activities**

Report only the main activities for which you were contracted. Work which was incidental to the primary activities of jobs should not be reported separately. For example:

- If you were contracted to design and build, do not separate out the design part from the construction work.
- If you were contracted to replace a roof, do not separate out incidental gutter and down spout installation.
- If you were working as a general contractor, do not separate out carpentry work, excavation work, etc.

**B. Other business activity**

- If this establishment engaged in other activities that are not listed in item **22B**, please enter a description of this work in "Other business activities," along with a percentage of the value of total business.

**23. TYPE OF CONSTRUCTION**

This question requests that the amount reported in item **4A** be broken down by type of construction. Going down column (1), estimate the percent of the dollar value of construction work reported in item **4A** according to the specified types of construction. The example below shows that of the construction work, 75 percent was for single-family houses and the remaining 25 percent was for apartment buildings. Moving across a row, allocate each percent you reported in column (1) according to the three categories of construction; column (2) new construction; column (3) additions, alterations, or reconstruction; and column (4) maintenance and repair work. The example below shows that of the 75 percent construction work in single-family houses, 60 percent was in the form of new construction; 10 percent was for additions, alterations, or reconstruction; and 5 percent was for maintenance and repair work. Of the 25 percent construction work on apartment buildings, 10 percent was for new construction; 10 percent was for additions, alterations, or reconstruction; and 5 percent was for maintenance and repair work.

Type of construction	Percent of construction work (1)	Categories of construction		
		New construction (2)	Additions, alterations, or reconstruction (3)	Maintenance and repair (4)
<b>A. BUILDING CONSTRUCTION</b>				
Single-family houses, attached and detached	75%	60%	10%	5%
Apartment buildings and other residential structures	25%	10%	10%	5%
<b>C. TOTAL value of construction work in 2002</b>	<b>100%</b>	70%	20%	10%

- If you worked on more than one type of construction in a multipurpose complex, report separately for each building or type of structure.
- If you worked on a building that had more than one purpose, i.e., office, residential, or commercial, classify the building by its major purpose.
- If you were involved in concrete work, excavating or earthmoving work, report separately the type of buildings or structures for which the work was done.

**New construction** - the original construction work done on a project including all finishing work on the original building or structure. Land development work on the site and demolition of existing structures are included in new construction.

**Additions, alterations, or reconstruction** - construction work which adds to the value or useful life of an existing building or structure, or which adapts a building or structure to a new or different use. Included are "major replacements" of building systems such as the installation of a new roof or the resurfacing of streets or highways. This contrasts to the repair of a hole in a roof or the routine patching of highways and streets, which should be classified as maintenance and repair.

**Maintenance and repair work** - incidental construction work which keeps a property in ordinary working condition. Excluded are trash removal, lawn maintenance and landscaping, cleaning and janitorial services.

## 26A. OWNERSHIP OF CONSTRUCTION PROJECTS

General contractors and finance sources such as lending institutions are not normally owners. Work on highways should be reported as Government-owned construction.

## 29. OPERATIONAL STATUS

Mark (X) the one box that best describes the operational status of the establishment at the end of 2002.

- **In operation** - The establishment was open and actively conducting business on December 31, 2002.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2002, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that temporarily close for remodeling.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the month, day, and year that the establishment ceased operation. Complete all items for the portion of 2002 during which the establishment was in operation.
- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the month, day, and year that the change occurred and indicate the name, address, and the EIN of the new owner or operator. Complete all items for the portion of 2002 prior to the change in operator.