

HOUSE SERVICE AND BUILDING MAINTENANCE  
COST RESULTS PLAN

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1. GENERAL

1.01 The purpose of this Plan is to provide management with clearly defined summaries of house service and building maintenance expenses with meaningful cost results indicators.

1.02 This section is reissued to provide information on the revised House Service and Building Maintenance Cost Results Plan which becomes effective on July 1, 1981. Due to the extent of the changes, indicating arrows have been omitted.

1.03 House Service expenses summarized by this Plan are broken down as follows:

(a) Distributed Expenses: These are costs which are cleared to final accounts from the 707 account by an empirical distribution procedure based on floor space allocation. These costs are measured by this Plan and

are broken down into the following categories:

- (1) Housekeeping Expenses
- (2) Utilities Expenses
- (3) Other Expenses

(b) Direct Expenses: These are costs which are charged direct to the account for which incurred by the Building Operating Forces (Company or contract).

These costs are cleared through the 707 Accounts, so that they can be summarized for administrative purposes. These expenses are separated on the summary by those charged to: (1) Department Accounts; and (2) Rent Accounts.

1.04 The following is a brief description of the contents of each of the distributed expense categories:

(a) Housekeeping Expenses: These are the costs of supervision, direct labor, contract services and supplies used in connection with the regular cleaning of building space and grounds area. They are determined and classified by the nature of the work done and in no case shall the frequency of the work be used to determine the account chargeable.

(b) Utilities Expenses: These are the costs of all fuel, electrical power, and water used in the operation of a building.

(c) Other Expenses: These are the costs of services and activities which are considered as being a part of house service but which are not related to the Housekeeping functions. They include guard service, contract scavenger service, contract snow removal and miscellaneous activities.

Total House Service cost per 1,000 square feet are shown by the building clearance groups as the cost indicators, for an administrative control.

3.03 The total cost per 1,000 square feet for each item of expense in the Housekeeping, Utilities, Other, Distributed House Service, Direct and Total House Service categories are shown for the current period and for the same period of the previous year to use as the cost trend indicators.

3.04 The Company's direct labor cost per hour and housekeeping productive hours; the Company's direct labor, contract, total cost and housekeeping productive hours per 1,000 square feet are all shown as an additional information.

#### 4. REPORTS

4.01 The Plan shall be used for reporting the quarterly and annual results of each Operating Entity and the Company.

#### 5. BUILDING CLEARANCE GROUPS

5.01 Refer to the Accounting Handbook, Telephone Plant, Section V27.503, paragraph 1.04.

#### 6. FLOOR SPACE MEASUREMENTS

6.01 Floor space measurements and classifications are required as a basis for distributing the house service expense. This expense is reported to the proper accounts for building(s) space in a particular building clearance group. Measurements are also required for the preparation of the House Service Cost Results Summary.

## 2. FORMS

2.01 The following forms are used in connection with this Plan:

(a) Form SW-6258 (Exhibit 1)  
Floor Space Report: This form is used by the Building Operations Forces to classify and report floor space measurements to the Comptrollers department. (See Joint Practice No. 59 - Floor Space)

(b) Form SN-274 (Exhibit 2)  
House Service Cost Results Summary: This is the form used to summarize all house service expense, telephone company labor hours, the floor space data, and to develop the results ratios.

(c) Form SN-274-2 (Exhibit 3)  
Building Repair and Rearrangement Cost Results Summary: This is the form used to summarize the cost of building repairs and rearrangements.

## 3. RESULTS

3.01 The measurements for specified Housekeeping functions are the direct labor costs, the productive hours for Company employees and costs for the contract work only.

3.02 Total Housekeeping, Utilities, Other, Distributed House Service, Direct and

6.02 For the purpose described above, the floor space in Company buildings should be measured in various categories, as described in the Joint Practice No. 59, Floor Space and reported to the Comptrollers Department.

7. HOUSE SERVICE COST RESULTS SUMMARY  
FORM SN-274 (Exhibit 2)

7.01 The House Service Cost Results Summary is an administrative report which summarizes house service expense, labor hours, floor space measurements, and is used to develop the house service cost indicators. This information is shown by the building clearance groups in the Company owned and leased buildings and in a total of all buildings.

7.02 The data shown on Form SN-274 is obtained from the following sources:

- (a) Labor distribution summaries.
- (b) Voucher distribution summaries.
- (c) Western Electric Billing Summaries.
- (d) Floor Space Measurement Summaries.

8. EXPLANATION OF FORM SN-274

8.01 Listed below is an explanation of the data collected on Form SN-274.

EXPENSE SECTION:

Columns A Through H: These columns are used to record the expense amounts in dollars (cents omitted), the hours and/or the floor space data for each building clearance group.

Column J: This column is used to record the expense charged to subaccount 707-04 and direct to specific accounts in the leased buildings in which substantially all of the

house services is furnished by the lessor. These are referred to as nongrouped buildings (Clearance group 9).

Column K: This column is used to record the sum of columns A through J, and expresses the total expense in dollars, the hours and/or floor space data for all buildings in the entity under report.

Column L: This column expresses the expense per 1,000 square feet of an area for the period under report.

Column M: This column shows the expense data per 1,000 square feet of an area for the same period one year ago for a comparison purpose.

Column N: This column contains the accumulated year-to-date expense data per 1,000 square feet of an area for the current year.

HOUSEKEEPING EXPENSE

8.02 For the 707 subaccount classification of the housekeeping expenses, refer to the Accounting Handbook Telephone Plant, Section V27.503, subsection 2.

Line 1: General Supervision, (Subaccount 707-111).

Line 2: Direct Labor: SPFC 5001, (Subaccount 707-12).

Line 3: Contract Services (Labor & Supplies) SPFC 5002 (Subaccount 707-13).

Line 4: Contract Services (Labor Only) SPFC 5003 (Subaccount 707-14).

Line 5: Supplies SPFC 5004 (Subaccount 707-15).

Line 6: Total Housekeeping Expense: This is the sum of amounts on Lines 1 through 5.

UTILITIES EXPENSE

8.03 For the 707 subaccount classifications of the utilities expense refer to the Accounting Handbook Telephone Plant, Section V27.503, subsection 3.

Line 7: Total Electrical Power Billed: This is the total cost of all electrical power purchased by the Telephone Company in all buildings. It is the sum of the cost of electrical power charged to the house service Subaccount 707-21 and the cost of all other electrical power charged direct to the specific accounts.(707-42)

Line 8: Electrical Power; Charged to House Service, SPFC 5010 (subaccount 707-21)

Line 9: Fuel, SPFC 5011, (subaccount 707-22)

Line 10: Water SPFC 5012 (subaccount 707-23)

Line 11: Total Utilities Expense: This is the sum of all accounts entered on Lines 8 through 10.

OTHER EXPENSES

8.04 For the 707 Subaccount classifications of the Other Expenses, refer to the Accounting Handbook Telephone Plant, Section V27.503, subsection 4.

Line 12: Total Guard Service Billed: This includes the total cost of all guard service purchased by the Telephone Company in all Buildings. It is the sum of the cost of guard service charged to house service subaccount 707-31 and the cost of all other guard service charged direct to final accounts (707-41).

Line 13: Guard Service charged to House Service SPFC 5020 (subaccount 707-31).

Line 14: Miscellaneous, SPFC 5022, (subaccount 707-33).

Line 15: Contract Snow Removal, SPFC 5023, (subaccount 707-34).

Line 16: Contract Scavenger Service, SPFC 5024 (subaccount 707-35)

Line 17: Total Other Services Expense: This is the sum of amounts entered on Lines 13 through 16.

Line 18: Total Distributed House Service Expense: This is the sum of amounts entered on Line 6 (Total Housekeeping), Line 11 (Total Utilities) and Line 17 (Total Other Services).

DIRECT EXPENSE

8.05 For the 707 Subaccount classifications of the direct expenses refer to the Accounting Handbook Telephone Plant, section V27.503, Subsection 5.

Line 19: Supplementary House Service in non-grouped buildings subaccount 707-43.

Line 20: Direct Charges to Department Accounts subaccount 707-44.

Line 21: Total Controlled Direct Expenses. This is the sum of amounts entered on Lines 19 and 20.

Line 22: Total Controlled House Service Expenses: This is the sum of amounts entered on Lines 18 (Total Distributed House Service Expense) and on Line 21 (Total Controlled Direct Expense).

## LABOR COSTS AND HOURS

Line 23: Telephone Direct Labor Cost Per Hour: This is the average cost of house service direct labor per hour. It is obtained by dividing Line 2K by Line 24K.

Line 24: Telephone Company Housekeeping Productive Hours: This line includes all the hours charged to Subaccount 707-12 by the Telephone Company employees.

Line 25: House Service Hours Charged Direct to the Department Accounts: This is the total of all hours expended by the Company Service forces that are charged direct to the Department Accounts.

## FLOOR SPACE

Line 26: Gross Floor Area at the End of the Period: This is the total gross floor area at the end of the period from the floor space measurement summary for each building clearance group.

Line 27: Percentage of the Total Gross Floor Area: This is the percent that the floor area in each building clearance group is of the total floor area in all buildings under report. The sum of Columns A through H must equal 100 percent.

Line 28: Total Assignable Floor Area at the End of the Period: This is the total assignable floor area at the end of the period from the floor space measurement summary for each building clearance group.

Line 29: Total Unassigned Floor Area at the End of the Period: This is the total unassigned floor area at the end of the period from the floor space measurement summary for each building clearance group.

Line 30: The Percentage of Unassigned to Assignable Floor Area: This is the ratio of the unassigned floor area to the assignable floor area in each building clearance group and non-grouped buildings. The figure for each group is obtained by dividing the unassigned floor area (Line 29) by the assignable floor area (Line 28).

Line 31: Average Gross Floor Area for Period Under Report: This is obtained by determining the average gross area in thousands of square feet for each month in the period and dividing the resulting total of such averages by the number of months in the period. The average gross area for each month is obtained by adding the gross area figures in thousands of square feet at the beginning and the end of the month and dividing this by two.

Line 32: Number of Buildings: This is obtained by totaling the number of building code numbers assigned by the Comptrollers Department. Results shall be provided for each Building Group (1 through 9). Quarterly and Annual reports shall provide the number of buildings in use at the end of the period under report.

## RESULTS

Line 33: Total Housekeeping Expense per 1,000 Square Feet: This is the ratio of Line 6 over Line 31 for each column, A through H, and column K.

Line 34: Utilities Expense per 1,000 Square Feet: This includes the cost of all utilities paid for during the period under report. This is the ratio of Line 11 over Line 31 for each column, A through H, and column K.

Line 35: Total Other Expense per 1,000 Square Feet: This is the ratio of Line 17 over Line 31 for each column, A through H, and Column K.

Line 36: Total Distributed House Service Expense per 1,00 Square Feet: This is the sum of total Housekeeping Expense, Total Utilities Expense and Total Other Expense divided by the average gross floor area for the period under report. (Line 6 + Line 11 + Line 17 ÷ Line 31).

Line 37: Total Direct Expense per 1,000 Square Feet: This is the ratio of Line 21 over Line 31 for each column, A through H, and column K.

Line 38: Total House Service Expense per 1,000 Square Feet: This is the ratio of Line 22 over Line 31 for each column, A through H, and column K.

Line 39: Telephone Direct Cost per 1,000 Square Feet: This is the ratio of Line 2 over Line 31 for each column, A through H, and column K.

Line 40: Contract Cost per 1,000 Square Feet: This includes all contract costs charged to Subaccounts 707-13 and 707-14 by other than Telephone Company employees, divided by the average floor space area for the period under report (L3 + L4 ÷ L31).

Line 41: Total Telephone Company Direct Labor and Contract Cost per 1,000 Square Feet: This is the addition of Lines 39 and 40.

Line 42: Telephone Company Housekeeping Productive Hours per 1,000 Square Feet: This is the ratio of Line 24 over Line 31 for each column, A through H, and column K.

9. BUILDING REPAIR & REARRANGEMENT COST SUMMARY - FORM SN-274-2

GENERAL

9.01 This is a summary of the total cost of all repairs and rearrangements to the buildings and grounds which are maintained by the Telephone Company. It includes the cost of direct labor, the contract services and the material used in this connection.

9.02 Account 606-01 (10R) Building Repair Expenses and Account 606-07 (10M) Building Rearrangement Expenses are summarized by the following categories:

(a) AIR CONDITIONING SYSTEMS - This includes condensers, compressors, electrical controls, filters, duct work, dampers, pumps, and towers used in an air conditioning system.

(b) HEATING SYSTEMS - This includes electrical controls, duct work, dampers, motors, pumps, filters and unit heaters when used only in connection with an air heating system. Any items which are common to air conditioning and heating systems are to be considered as air conditioning items for the purposes of this Plan.

(c) OTHER - This includes all other building plant not included in the two above categories.

9.03 The summary also breaks these expenses between those authorized by the Architects group and those authorized by Building Operations.

9.04 The unit cost result ratios of total repair (10R) expense per 1,000 square feet maintained and total rearrangement (10M) expense per 1,000 square feet maintained are developed for the use as a cost trend indicator.

#### 10. EXPLANATION OF FORM SN-274-2 (EXHIBIT 2)

10.01 Listed below is an explanation of the data contained on Form SN-274-2.

#### EXPENSE SECTION

Column A: This column is used to record the actual expense amounts in whole dollars by categories of the work issued by the architects group or the total statistic for the period under report.

Column B: This column is used to record the actual expense amounts in whole dollars by categories of work issued by the Building Operations organization, or the total statistic for the period under report.

Column C: This column records total data, total expenses or total statistic for the period under report. (Col. A + Col. B)

Column D: This column records similar information to Column C for the same period one year ago for a comparison purpose.

Column E: This column cumulates the year-to-date total expenses or total statistic for the period under report.

#### BUILDING DATA

Line 1: Gross Area of all Company Owned buildings: This is the total gross area of all buildings owned by the Telephone Company at the end of the period under report.

Line 2: Gross Area of All Leased Building Space: This is the total gross area of all leased buildings and building space at the end of the period under report.

Line 3: Gross Area of All building Space: This is the total gross area of all buildings and building space owned and leased by the Telephone Company at the end of the period under report. (lines 1 and 2)

Line 4: Gross Area of All Building Space Maintained: This is the total gross area of all buildings and building space (owned or leased) maintained by the Telephone Company. (Those locations where 10M or 10R monies are spent by the telephone Company). The amount shown should agree with the corresponding amount shown on Line 56, Column W of Form E-5300 General Plant Cost Results Summary.

Line 5: Amount of Investment in Land and Buildings: This is the sum of the amount of investment in Accounts 211 (land) and 212 (Buildings) rounded to the nearest thousand dollars at the end of the period under report. The amount should agree at the end quarter with Line 6, Column D on the Quarterly Report 2A.

Line 6: Percent Total Building Maintenance to Investment: This is obtained by dividing the Total Building Repair and Rearrangement Expense on Line 15, Column C by the Amount of Investment in Land and Buildings on Line 5, Column C at the end of the period under report.

#### BUILDING REPAIR EXPENSE (10R)

Line 7: Air Conditioning Systems Repair Expense: This is the cost of repairs to the air conditioning systems for the period under report.

Line 8: Heating Systems Repair Expense:  
This is the cost of repairs to the heating systems for the period under report.

Line 9: Other Building Repair Expense:  
This includes the costs of all other repairs to the buildings and grounds that are not included on Lines 7 or 8 for the period under report.

Line 10: Total Building Repair Expense:  
This is the sum of Lines 7, 8 and 9. It should agree with the amount shown on Line 87, Column L of Form E-5300 General Plant Cost Results Summary.

BUILDING REARRANGEMENT EXPENSE (10M)

Line 11: Air Conditioning Systems Rearrangement Expense: This is the cost of rearrangements and changes to the air conditioning systems during the period under report.

Line 12: Heating Systems Rearrangement Expense: This is the cost of rearrangements and changes to the heating systems during the period under report.

Line 13: Other Building Rearrangement Expense: This is the cost of all other rearrangements and changes to the buildings and grounds that are not included on Lines 11 or 12 during the period under report.

Line 14: Total Building Rearrangement Expense: This is the sum of the costs on Lines 11, 12 and 13. It should agree with the amount shown on Line 56, Column L of Form E-5300 General Plant Cost Results Summary.

Line 15: Total Building Repair and Rearrangement Expense: This is the sum of the costs on Lines 10 (Total Building Repair Expense) and 14 (Total Building Rearrangement Expense).

UNIT COST RESULTS

Line 16: Total Repair Expense per 1,000 Square Feet Maintained: This is the ratio of L10 over L4.

Line 17: Total Rearrangement Expense per 1,000 Square Feet Maintained: This is the ratio of L14 over L4.

Line 18: Total Building Repair and Rearrangement Expense per 1,000 Square Feet Maintained: This is the ratio of Line 15 over Line 4.

EXHIBIT 1  
FLOOR SPACE REPORT

REPORT - JE007-011  
REF - SH-625S, DPCP 5.371  
SKBT DP CTR - SAINT LOUIS

FLOOR SPACE REPORT  
EFFECTIVE DATE - 08/08/81  
SAINT LOUIS AREA

PAGE-001  
RUN DATE - 08/08/81  
RETENTION - INDEF.

NAME - CO 5410 JANUARY CITY - ST LOUIS DIVISION - SWITCHING DISTRICT - ST.L SOUTH

BUILDING LOCATION CODE - CF1400 OWNED ANNUAL RENTAL CHARGE -NONE- HOUSE SERVICE CHARGED TO 707 - YES

CLEARANCE GROUP - 02 NO. OF FLOORS - 04 RUN DATE - 08/08/81 MAINTAINED BY TELEPHONE CO - YES

DR OFFICE CLASS - DR OFFICE TYPE - REPEATER LOCATION - LONG LINES OWNED - MANAGING RC -

ENERGY -

D L PT E	R IN OF C NO OL A	SPACE USED FOR AND OR BAY NO.	RESPONSI- BILITY CODE	EC NO CFC, VD	ACCOUNT	CHAR- 6 GED 7 LOC FC 1 CODE	ACTUAL SQUARE FEET	% EQUIV- ALENT	EQUIV- ALENT SQUARE FEET	UNASSI- GNE ACTUAL SQUARE FEET	TOTAL ACTUAL SQUARE FEET	NONASS- IGNABLE AREA ACTUAL SQUARE FEET
1/81	01	B1 2 ST RM	722A30000	712501	N	CF1400	176	25	44		176	
1/81	03	B1 2 ST RM	722A30000	712501	N	CF1400	112	25	28		112	
7/79	05	B1 1 UNASSIGN	731340000		N	CF1400				982	982	*
1/81	07	B1 4 STORAGE	722A30000	712501	N	CF1400	152	25	38		152	
1/81	09	B1 2 WOMENS LOUNGE	722A30000	712501	N	CF1400	222	110	244		222	
1/81	11	B1 4 STORAGE	722A30000	712501	N	CF1400	429	25	107		429	
7/79	13	B1 1 UNASSIGN	731340000		N	CF1400				140	140	*
1/81	15	B1 2 BAT & POWER	722A30000	712501	N	CF1400	5191	25	1297		5191	
2/81	17	B1 1 CONTROL FRM	711410000		N	CC3732	93	100	93		93	
2/81	19	B1 1 CONTROL CT	711410000		N	CC3732	158	100	158		158	
2/81	21	B1 1 ASSIGN	711410000		N	CC3732	858	100	858		858	
2/81	23	B1 1 KCHENS LOUNGE	711410000		N	CC3732	221	110	243		221	
2/81	27	B1 1 THX PH	711410000		N	CC3732	174	100	174		174	
2/81	29	B1 1 CHF ASSIGNR	711410000		N	CC3732	85	100	85		85	
2/81	31	B1 1 ESS ASSIGN	711410000		N	CC3732	184	100	184		184	
1/81	33	B1 2 CABLE VAULT	722A30000		N	CF1400	1343	00	0		1343	
7/79	35	B1 NONASSIGN	731340000		N	CF1400					3783	*

SUBTOTALS 9,398 3,553 1,122 10,520 3,783

EXHIBIT 2  
SN-274

AS OF 07/30/81  
 COMPANY ..... SK  
 MONTH ..... JUN  
 YEAR ..... 1981

\*\*\*\*\*  
 \*\* HOUSE SERVICE COST RESULTS SUMMARY \*\*  
 \*\* (FORM SM274MS) \*\*  
 \*\* COMBINED \*\*  
 \*\* MONTHLY \*\*  
 \*\* COMPANY REPORT \*\*  
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PAGE 1 OF 1

	A	B	C	D	E	F	G	H	J	K	L	M	N
	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	TOTALS	PER PRES	PER LAST	YTD
	A >100X	B >75X	C <75%	D OTHER	E WORK	F LEASED	G CDO	H HUTS	J NON-	FOR PER	PER YEAR	YEAR	YTD
	SQ FT	CO	CO	OFFICE	CENTER	SPACE		H HUTS	GROUPED	(A-J)	PER YEAR	YEAR	YTD
1	GEN SUPVN	33725	12082	3629	7654	2310	2142	0	0	81233	20	2	6
2	DIR LABOR	368745	346298	17157	29517	3796	17374	0	0	844940	20	17	39
3	CONT SV(L&S)	460378	169235	136667	251365	44357	61427	0	0	1425967	34	38	66
4	CONT SV												
5	SUPPLIES	1047437	686074	253835	573896	90628	181009	0	0	3524163	85	64	160
6	TOT HSPC EXP	247081	119545	55350	14492	12780	17925	0	0	738563	12	18	36
7	TOT EL PWR	2157366	1199981	456838	1006924	155871	279877	0	0	6614566			
8	FILLI	4953420	3689374	2119494	567195	299447	547916	0	393	12880433	704	276	570
9	EL PWR CHGD HS	3012683	1718797	1082903	482835	184018	102299	0	0	7067946	170	145	315
10	FULL	154490	60195	57557	18584	61255	16969	0	0	354646	9	12	39
11	WATER	101697	63085	47950	38704	5927	8855	0	0	282789	7	4	12
12	TOT UTIL EXP	3248790	1842077	1187510	517490	585850	195541	0	0	7705381			
13	TOT GD SV BILL2	760197	11927	44878	41872	36319	18466	24	0	913593	22	15	40
14	SV CHGD HS	683669	11291	38016	30807	35110	18466	24	0	817903	20	18	36
15	SNOW REM.	397338	25629	19521	21709	-274312	5695	6440	0	200820	5	14	12
16	SCAV SV	48819	64607	35994	1801	3113	480	0	0	5667	0	1	2
17	TOT SV EXP	1129747	101879	93860	29612	198466	14476	7155	0	398927	10	E	15
18	TOT DIST HS EXP	6535903	3143857	2641179	1057457	1555151	386230	422077	0	15741854			
19	NSUP HS N-G BLD												
20	DIR CHG DET ACC	26909	2043	6736	6271	2900	230	0	0	57263	1	0	2
21	TOT CTL DIR HS	26909	2043	6736	6271	2900	230	0	0	57263			
22	TOT CTL HS EXP	6562812	3145960	2647915	1063728	1558051	386730	422307	0	15799117			
23	TEL DIR LRR/RR	12-03											
24	TELECO PROD HRS	26767	8701	22067	3695	5400	1251	2304	27	70212	2	1	3
25	HRS CHGD DIR	663	0	0	0	0	0	0	0	663	0	0	0
26	IA END PER3	16373	10181	6779	2178	4104	1203	1026	0	41644			
27	TOT GR FL SP	3913	2433	16220	521	981	287	245	0	10000			
28	TOT ASB FA END	11711	8547	5448	1754	3677	1205	1003	0	35786			
29	TOT UNAS FA END	886	442	464	151	57	18	8	0	2079			
30	UNAS TO ASB4	757	517	852	861	147	149	0	0	581			
31	AVG GR FA PER	16320	10114	6830	2119	4009	1195	1072	0	41658			
32	NO. BLDGS	56	600	315	192	860	142	2759	0	5279			
33	TOT HSRPC EXP	13219	11864	19909	21564	25117	12882	26108	0	15878	159	159	327
34	TOT UTIL EXP	19907	18213	17387	24427	14613	16370	11952	0	18497	161	161	367
35	TOT OTH SV EXP	6922	1087	1375	3924	-938	3082	1315	0	3413	32	32	64
36	TOT DIST HS EXP	40048	31084	38670	49915	38791	32334	39373	0	37788	353	353	759
37	CTL DIR HRP	105	020	059	296	072	042	021	0	157	0	0	2
38	CTL HS EXP	40213	51104	38769	50211	38864	32376	39394	0	37826	353	353	741
39	TOT BXP DIR LAB	2259	712	5070	338	736	318	1621	0	2028	17	17	39
40	TOT HRP COST	9239	9775	12599	18433	20585	11301	22615	0	11883	122	122	226
41	TOT TLL & CONT	11499	10487	17669	18771	21321	11618	24236	0	13911	139	139	261
42	TELECO PROD HRS	164	086	323	174	135	105	215	0	169	1	1	3

1 - COST OF ALL ELEC PWR PURCHASED IN GROUP BLDGS REGARDLESS OF ACCT CHGD (SUM OF 707-21 & 707-42)  
 2 - COST OF ALL GUARD SERVICE PURCHASED REGARDLESS OF ACCT CHARGED (SUM OF 707-31 & 707-41)  
 3 - FIGURE IN COL J IS NOT INCLUDED IN TOTALS COL K  
 4 - FIGURE IN COL K IS A CALCULATION NOT A TOTAL

EXHIBIT 3  
SN-274-2

AS OF 07/30/81

COMPANY..... SM  
MONTH..... JUN  
YEAR..... 1981

\*\*\*\*\* BUILDING REPAIR AND REARRANGEMENT \* COST RESULTS SUMMARY \* (FORM SA2242MS) \* CORNIFIED \* MONTHLY \* COMPANY REPORT \*\*\*\*\*

\*\*\*\*\* BUILDING LATI\*\*\*\*\*

	(A) AMOUNT AUTHORIZED BY CONSTRUCTION	(B) AMOUNT AUTHORIZED BY BLDG. OPERATIONS	(C) TOTALS FOR PERIOD UNDER REPORT THIS YR.	(D) TOTALS FOR PERIOD UNDER REPORT LAST YR.	(E) YEAR TO DATE
1 GROSS AREA OF ALL COMPANY OWNED BUILDINGS (1000 SQ FT)			37311	37205	
2 GROSS AREA OF ALL LEASED BUILDING SPACE (1000 SQ FT)			6413	5080	
3 TOTAL GROSS AREA OF ALL BUILDING SPACE (1000 SQ FT)			43724	42285	
4 SPACE AREA OF ALL BUILDING SPACE MAINTAINED (1000 SQ FT)			42656	38796	
5 AMOUNT OF INVESTMENT IN LAND AND BUILDINGS (1000 DOLLARS)			1375892	1295787	
6 % TOTAL MAINTENANCE TO INVESTMENT			0.814	0.775	14.969
*****ACCOUNT 606-01 (10R) BUILDING REPAIR EXPENSE*****					
7 AIR CONDITIONING SYSTEMS REPAIR EXPENSE	135100	3034982	3170090	2595471	
8 HEATING SYSTEMS REPAIR EXPENSE	-35999	434777	398778	265170	
9 OTHER BUILDING REPAIR EXPENSE	1034462	3361027	4415489	3918054	
10 TOTAL BUILDING REPAIR EXPENSE	1133571	6850786	7984357	6778695	14699155
*****ACCOUNT 606-07 (10M) BUILDING REARRANGEMENT EXPENSE*****					
11 AIR CONDITIONING SYSTEMS REARRANGEMENT EXPENSE	824476	21591	846067	688434	
12 HEATING SYSTEMS REARRANGEMENT EXPENSE	91955	17563	109518	53786	
13 OTHER BUILDING REARRANGEMENT EXPENSE	2075811	181951	2257762	2516567	
14 TOTAL BUILDING REARRANGEMENT EXPENSE	2992242	221105	3213347	3258787	5896777
15 TOTAL BUILDING REPAIR AND REARRANGEMENT EXPENSE	4125813	7071891	11197704	10037482	20595932
*****UNIT COST RESULTS*****					
16 TOTAL REPAIR EXPENSE PER 1000 SQ FT MAINTAINED	26.57	160.61	187.18	174.73	348
17 TOTAL REARRANGEMENT EXPENSE PER 1000 SQ FT MAINTAINED	70.15	5.18	75.33	84.00	140
18 TOTAL BUILDING REPAIR AND REARRANGEMENT EXP PER 1000 SQ FT MAINTAINED	96.72	165.79	262.51	258.72	488