

templates the erection of a school, to cost \$20,000, and have commissioned James, Loudon & Hertzberg, architects, Excelsior Life Building, Toronto, to prepare plans.

Toronto, Ont.—The Women's College and Dispensary, 125 Rusholme road, are erecting an addition to their hospital, and their architects, Gordon & Helliwell, Confederation Life Building, have awarded the following contracts: Mason, Thompson Bros., Ryrie Building; carpenter, D. McMurren, 66½ Hayden street; heating and plumbing, Sheppard & Abbot, 78 Harbord street; plastering, Hanna & Nelson, 273 Rusholme road; fire escapes, Canada Ornamental Iron Works, 88 River street; terrazzo, Italian Mosaic and Tile Co., 429 Spadina avenue. Architects Burke, Horwood & White, Ryrie Building, are preparing plans for a church and Sunday school for the Weston Road Baptist Church, to cost \$20,000, to be built on the corner of Silverthorne and Rowantree avenues.

## CATALOGUES and BOOKLETS

**Booklet on Tin Plate.**—The American Steel Export Company has recently published a sixteen-page illustrated booklet thoroughly describing in a most concise way the practice of American makers of tin plate. The chief object of the booklet is the elimination of the confusion existing in the export trade, because of the difference in the methods employed in the various countries where this commodity is manufactured. It deals first with a brief history, then the process of manufacturing. Numerous pages are devoted to the proper placing of orders, the exact method of figuring prices and the usual method of packing for export. So far as can be learned this is the first time that any information of this character has been issued, and the booklet should meet with considerable approval.

**War-time Economy in Steel Equipment.**—Steel lockers and factory equipment is usually considered for purchase chiefly on the grounds of its being modern, fireproof, indestructible, sanitary and of good appearance.

In these days of war saving, however, the economical side comes more prominently to the fore. Steel lockers effect a positive and noticeable economy wherever installed. They save in ultimate cost, because they are unbreakable, consequently do not have to be either repaired or renewed. They save in floor space—a valuable consideration. They save in time otherwise lost by employees looking for a safe and suitable place to bestow clothing, tools, etc. They stop petty thefts and prevent trouble with and among the help.

The chief aim in the ever-growing "welfare movement" in this country is to so provide for the health, comfort and convenience of work people that they will be more attached to the firm employing them, more contented in their positions; therefore easier to handle and less liable to change.

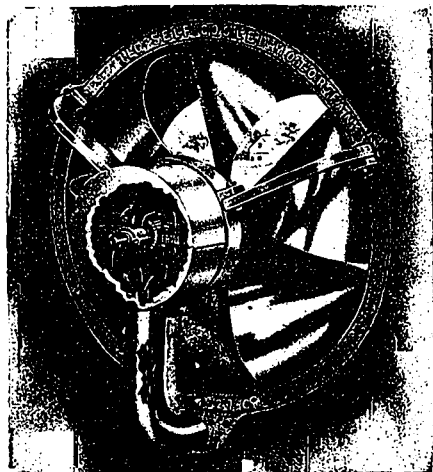
The firm or individual providing the best accommodation for help will most assuredly obtain the choicest class of employees—a further decided benefit, and a factor well worth considering, in view of the general scarcity of help.

Every employer who is anxious to conduct his plant, store or institution on lines of war-time economy would be well advised to write The Dennis Wire and Iron Works Co., Limited, London, for their illustrated catalogue.

## THE PROBLEM OF CONSERVATION IN OFFICE PRACTICE.

While efficiency, which may be termed conservation gone mad, has become epidemic, and has led to "following copy out of the window," as printers would term it, in a considerable part of the business world, the golden mean, conservation, still stands for prudence, order and consequent success in the conduct of business affairs. Nowhere is this element of system so necessary, and so little observed, as in the offices of the average architect. Those offices in which volume of business has in a measure supplanted artistry and study of design and effect, have of necessity adopted systems of procedure, but by many even the need of definite office hours and the employment of a stenographer is not realized. Not alone temperament, but many other circumstances are responsible for this lack of order in the conduct of the business end of the profession. The pure gambling nature of his work is largely the starting point from which other irregularities grow. December and January has found the office bare of work and little prospect in sight. A consequent dropping of the hardly acquired and organized office force follows. March brings many "prospects" and a search for draftsmen. May too often finds these prospects "put over till next year," and others hanging, until the question of reduction again becomes a serious problem. This leads to a general disorganization that affects every department of the office procedure. There are, however, a few conserving rules and methods by which the meeting of both ends through the elimination of waste may be effected in most offices. First, a card index for recording jobs and their office cost and other definite details is a business requirement that too few architects realize. Second may be placed the absolute rule that no sketches, no advice, be given a prospective client until a contract has been signed by him and a fee charged for such preliminary work. Third may be placed the absolute rule to avoid competitions except when paid for without regard to the success in their adoption. The following of these rules will eliminate the accumulation of an unnecessary and largely unremunerative office force, and also give time to look up work that will keep the regular organization employed in the slack periods of the year. This procedure makes for steadiness in the office work, and, while it reduces the volume of its output, it conserves its executive strength. It eliminates as far as possible the element of fluctuation, which is fundamentally the losing factor in architectural practice.—The Western Architect.

John Watson & Son, Limited, Montreal, have been awarded the following contracts for metal and architectural iron works: New Toronto Terminal Station, Toronto, Ont.; Canadian Northern Railway Station, Montreal, Que.; American Canadian Factory, Montreal, Que.; Power House, Lennoxville, Que.; Aird's Bakery, Montreal, Que.; Consumers' Cordage Co., Montreal, Que.; ten-storey building, Greater Montreal Land and Investment Company.



# Disc and Propeller Fans

for

## Ventilating and Cooling

WE MAKE FANS DIRECT CONNECTED TO MOTORS OR FOR BELT DRIVE

Write for Catalogue

**SHELDONS LIMITED - - GALT, ONTARIO**

Toronto Office: Kent Building

AGENTS:—ROSS & GREIG, 412 St. James St., Montreal, Que. WALKERS, LTD., 259-261 Stanley St., Winnipeg, Man.  
ROBERT HAMILTON & CO., LTD., Bank of Ottawa Building, Vancouver, B.C.  
GORMAN, CLANCEY & GRINDLEY, LTD., Calgary and Edmonton, Alta.