

placed after the number—a letter in all cases locating the work while the number indicates its character.

As an illustration of the above, we may note the following, taken from a classification in use at the present time:

**Parts of the Work.**

- A—Yard.
- B—Power House.
- C—Store House.
- D—Oil House.
- E—Office Building.
- F—Locomotive Shop.
- G—Forge Shop.
- H—Iron Foundry.
- I—Pattern Shop.
- J—Frog Shop.
- K—Car Machine Shop.
- L—Truck Shop.

- 74101—Preparation of Site.
- 74102—Excavation and Fill.
- 74103—Piling.
- 74104—Foundations.
- 74105—Superstructure Masonry.
- 74106—Structural Steel and Iron Work.
- 74107—Carpenter Work.
- 74108—Mill Work.
- 74109—Roofing.
- 74110—Sheet Metal Work.
- 74111—Plastering.
- 74112—Painting and Glazing.

The plans should preferably be drawn upon one size of paper and every drawing should be numbered to correspond to the classification. A border and a standard title printed by a draughting room outfit gives a finished appearance to each drawing.

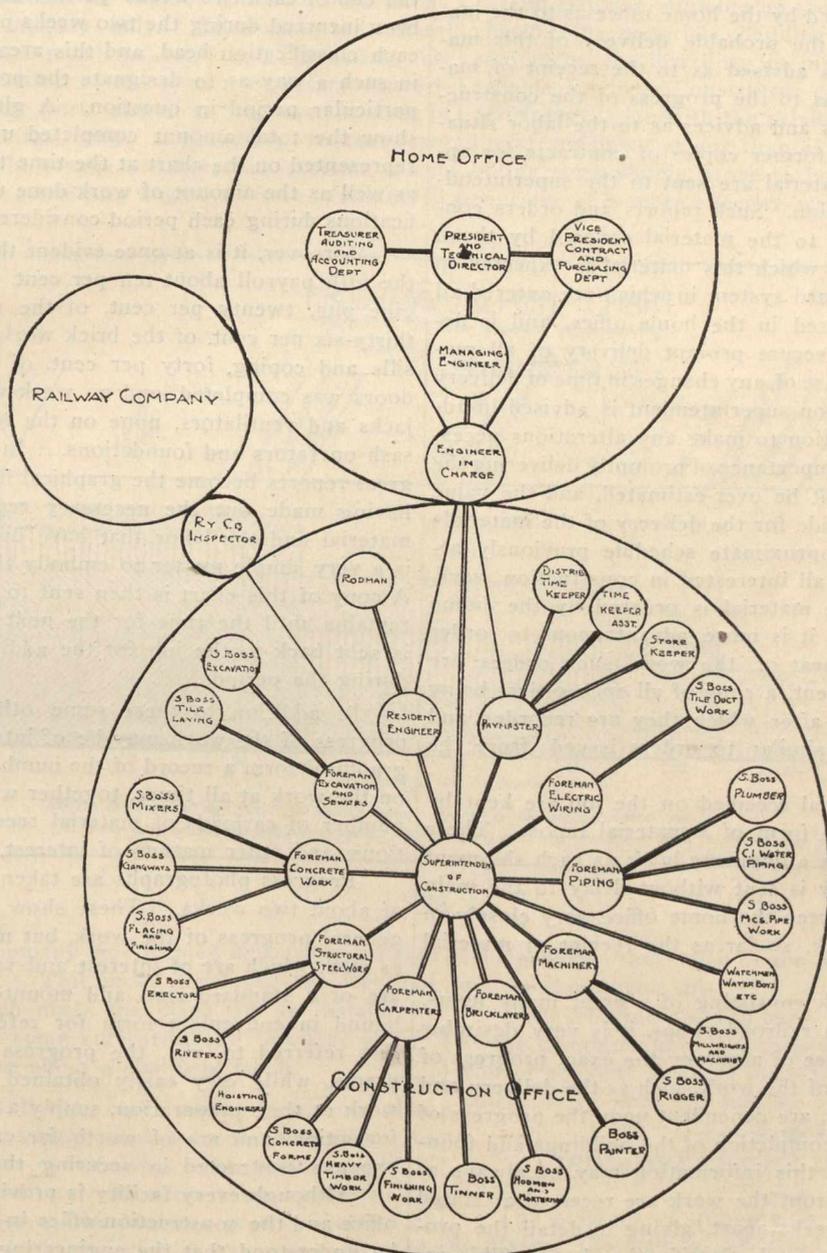


Diagram of Construction Organization.

Fig. 2.

- M—Coach and Paint Shop.
- N—Freight Car Shop.
- O—Planing Mill.
- P—Dry Lumber Shed.
- Q—Dry Kiln.
- R—Scrap Platforms, Sheds, etc.
- S—Turntables.
- T—Yard Crane.
- U—Pipe Tunnel.

**Detail Classification.**

The detail is given for only one division, which is sufficient for illustration.

74100—Building Structures.

Specifications can now be printed very quickly, and when at least twenty copies are required they can be produced in this way as cheaply as by carbon copies, or the better method of blue-printing from a typewritten record.

In the office the same system of classification is used for data and estimates and all bills of material. There is also published in blue print form a literature bulletin which contains references to articles in all the current technical papers, which may be of interest to the officers and engineers of the company, these references being classified according to the same system. A well-equipped library containing bound volumes of most of the technical journals, proceedings of the engineering societies, government and special reports of all