

64N0006E

c.1



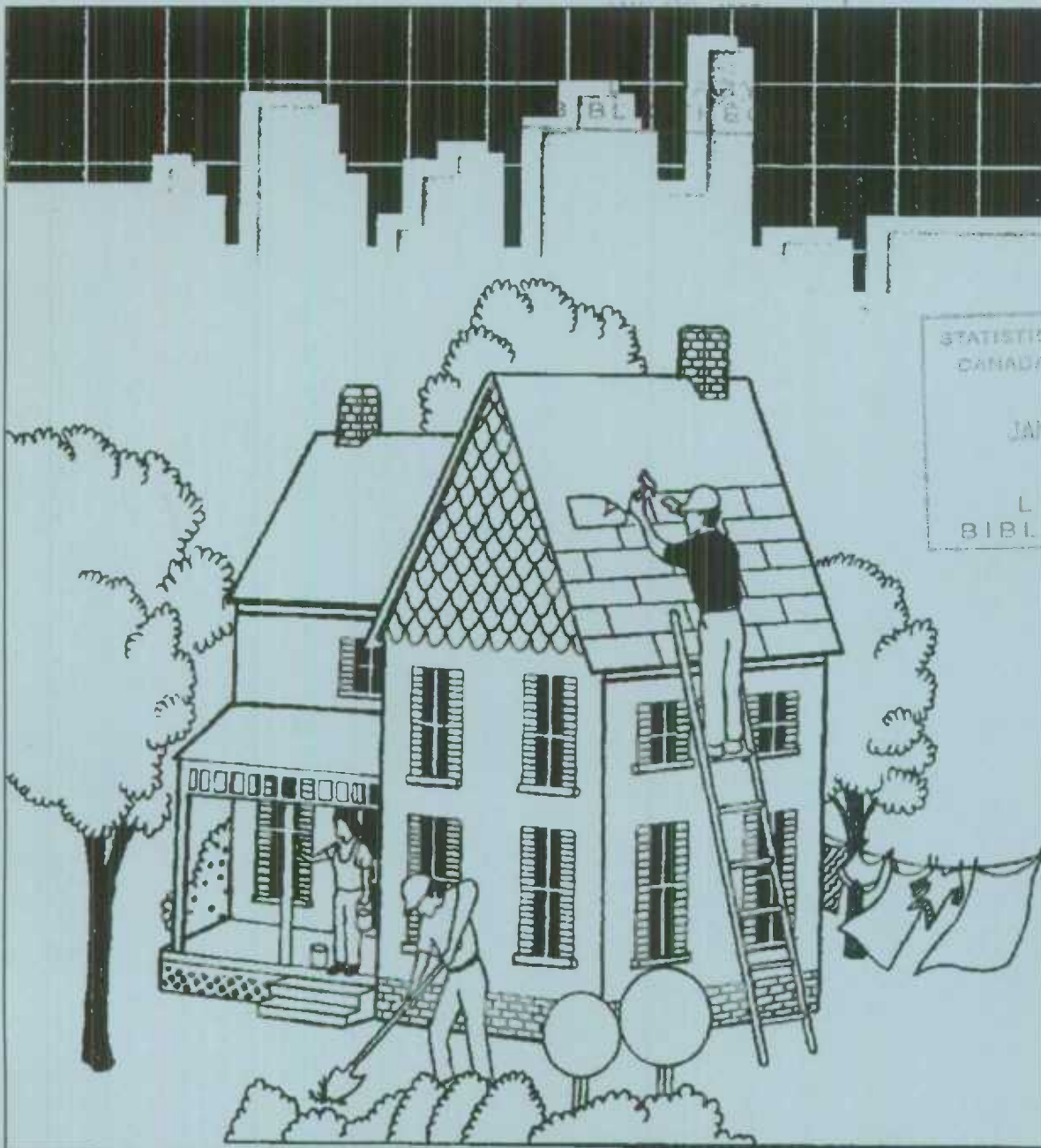
NOT FOR LOAN  
NE S'EMPRUNTE PAS

# HOUSING REPAIR AND RENOVATION SURVEY

INTERVIEWER'S MANUAL

STATISTICS CANADA / STATISTIQUE CANADA

MARCH 1993



STATISTICS CANADA / STATISTIQUE CANADA

JAN 30 1995

LIBRARY BIBLIOTHÈQUE

75030-1737.1



Statistique  
Canada

Statistics  
Canada

Canada

---

**TABLE OF CONTENTS**

	<b>PAGE</b>
<b>1. OVERVIEW</b> .....	<b>1</b>
1.1 Introduction .....	1
1.2 Objectives .....	1
1.3 Sample .....	1
1.4 Overview of the Collection Phase .....	2
1.5 Uses and Users .....	2
1.6 Publications .....	2
EXERCISE 1 .....	3
<b>2. COLLECTION PROCEDURES</b> .....	<b>5</b>
2.1 Schedule of Activities .....	5
2.2 Supplies .....	5
2.3 Assignment Control Report (F07) .....	6
2.4 Training .....	6
2.5 Preparation .....	6
2.6 Interviewing Procedures .....	7
. LFS Non-interview .....	7
. LFS Telephone Interview .....	7
. LFS Personal Interview .....	8
. Introduction of the Survey of Consumer Finances .....	8
2.7 Unusual Circumstances .....	9
. Respondent Had No Expenditures .....	9
. Temporary Dockets .....	9
. Collective Dwellings (e.g., Institutions, Hotels or Camps) .....	10

**TABLE OF CONTENTS**

---

<b>3. GENERAL INSTRUCTIONS FOR COMPLETING THE F08</b>	<b>11</b>
3.1 General Rules	11
. Don't Know Cells	11
. Dollar Amounts	11
. Non-dollar Amounts	12
. Item 99 NOTES	12
. Item Refusal	13
3.2 Identification Label (Items 2 - 8)	13
3.3 Completion Status (Item 9)	14
. LFS Non-interviews	14
. Interview Ended in Item 15 - Did not Own in 1991	14
. Completed	14
. Partially Completed	14
. Refused F08	14
. Other Non-response	15
<b>EXERCISE 2</b>	<b>16</b>
<b>4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS ON THE F08</b>	<b>17</b>
4.1 General	17
4.2 Introduction (Items 10 - 15)	17
4.3 General Instructions for Completing Parts A to D	18
4.4 Part A: Additions (Items 17-21)	22
4.5 Part B: Renovations and Alterations (Items 22-25)	23
4.6 Part C: Replacement or New Installation (Items 26-31)	26
4.7 Part D: Repairs and Maintenance (Items 32-45)	27
4.8 Unusual Circumstances	30
. Condominium Fees	30
. Construction of a New Home	30
<b>EXERCISE 3</b>	<b>32</b>
<b>EXERCISE 4</b>	<b>34</b>

**TABLE OF CONTENTS**

---

<b>5. AFTER COLLECTION</b> .....	<b>35</b>
5.1 Editing the Questionnaires .....	35
5.2 Shipment to the Regional Office .....	35
<b>6. QUESTIONS AND ANSWERS</b> .....	<b>37</b>
1. Why is this survey so important? .....	37
2. Do you interview everyone? .....	37
Why was I chosen for the survey? .....	37
If I don't answer, can you substitute someone else? .....	37
Why don't you bother someone else? .....	37
3. Will my taxes go up if I tell you what alterations or renovations I have made? .....	37
Is the information confidential? .....	37
4. Why not get the information from contractors and distributors of building supply materials? .....	37
5. Why do you ask about so many items? .....	38
Do you expect people to remember all these details? .....	38
6. Why do you include items like built-in appliances, wall-to-wall carpeting in your questions about renovations and repairs? .....	38
<b>APPENDICES</b>	
Appendix A - Letter to Respondent for Housing Repair and Renovation Survey - English .....	39
Letter to Respondent for Housing Repair and Renovation Survey - French .....	41
Appendix B - Example of Assignment Control Report F07 .....	43
Appendix C - Answer Key to Exercises .....	45
Exercise 1 .....	45
Exercise 2 .....	45
Exercise 3 .....	47
Exercise 4 .....	48



## 1. OVERVIEW

### 1.1 Introduction

Statistics Canada is conducting the 1992 Housing Repair and Renovation Survey as a supplement to the March Labour Force Survey.

According to the National Accounts, residential repair and renovation has increased steadily over the past twenty years, from \$1.5 billion in 1969 to about \$15.6 billion in 1991. Approximately 81% of these expenditures were made by homeowners. The growth of repair and renovation, as an important segment of the housing industry, is expected to continue through the 1990s. Through the early and mid 80s, repair and renovation expenditures in fact exceeded the expenditures on new construction. Because of the many different sources of materials and services for this type of work, it is necessary to survey householders about the nature and cost of the repairs and renovations undertaken.

### 1.2 Objectives

- a) To provide annual information on home improvement and maintenance expenditures of Canadians.
- b) To assist government agencies with their housing programs.

### 1.3 Sample

The 1992 Housing Repair and Renovation Survey (HRRS) is being conducted in Rotation Groups 1, 2, 5 and 6.

**Only households that were homeowners in February 1992 will be interviewed.** These households will be identified on an Assignment Control List (F07).

#### EXCLUDED FROM THE SURVEY:

Households that were coded V, C, B, D, X8 or R3 in February

Any dwelling that changed from being rented to being owned by a household member between the February and March surveys.

Any dwelling that changed from being owned in 1992 to being no longer owned by a household member at the time of the LFS February 1993 survey when selection was made.

## 1. OVERVIEW

---

Any Rotation 1, 2, 5 and 6 dwellings that are births in March, since these dwellings were not identified as being owned in February.

Temporary docket since these dwellings were not identified as being owned in February 1992.

### 1.4 Overview of the Collection Phase

In February interviewers told homeowners to expect a letter and brochure in March for this survey. Early in March, the Regional Office mailed introductory letters and brochures to all homeowners with mailing addresses so that they would be prepared for this survey. Refer to Appendix A for a copy of this letter.

Telephone interviews will be conducted upon the completion of the Labour Force Survey in rotations 1, 2, 5 and 6. A questionnaire will usually be completed with **one** respondent, fifteen years of age and over, from each household. The respondent will be the household member considered to be the most knowledgeable of the expenses, utility bills, additions, alterations or renovations and repairs for that household.

### 1.5 Uses and Users

This information will be used by federal and provincial government agencies involved in housing programs. Examples include programs that stimulate the construction industry and programs that help homeowners in need to finance their housing repairs.

The many types of businesses and trades involved in home repairs and renovations also use this information to better locate and serve a growing market.

The amount spent by homeowners on repairs and renovations every year makes it important for Statistics Canada to include accurate and up-to-date information on this industry in its system of national accounts. These data indicate how the Canadian economy is doing.

### 1.6 Publications

One publication is available annually:

Catalogue 62-201 -- Homeowner Repair and Renovation Expenditure in Canada.

**EXERCISE 1**

The following questions will test your knowledge on what you have read so far. Fill in the blanks or circle the correct answer.

1. The Housing Repair and Renovation Survey is collected in rotation group(s) \_\_\_\_\_  
\_\_\_\_\_.

2. The Housing Repair and Renovation Survey collects data from:

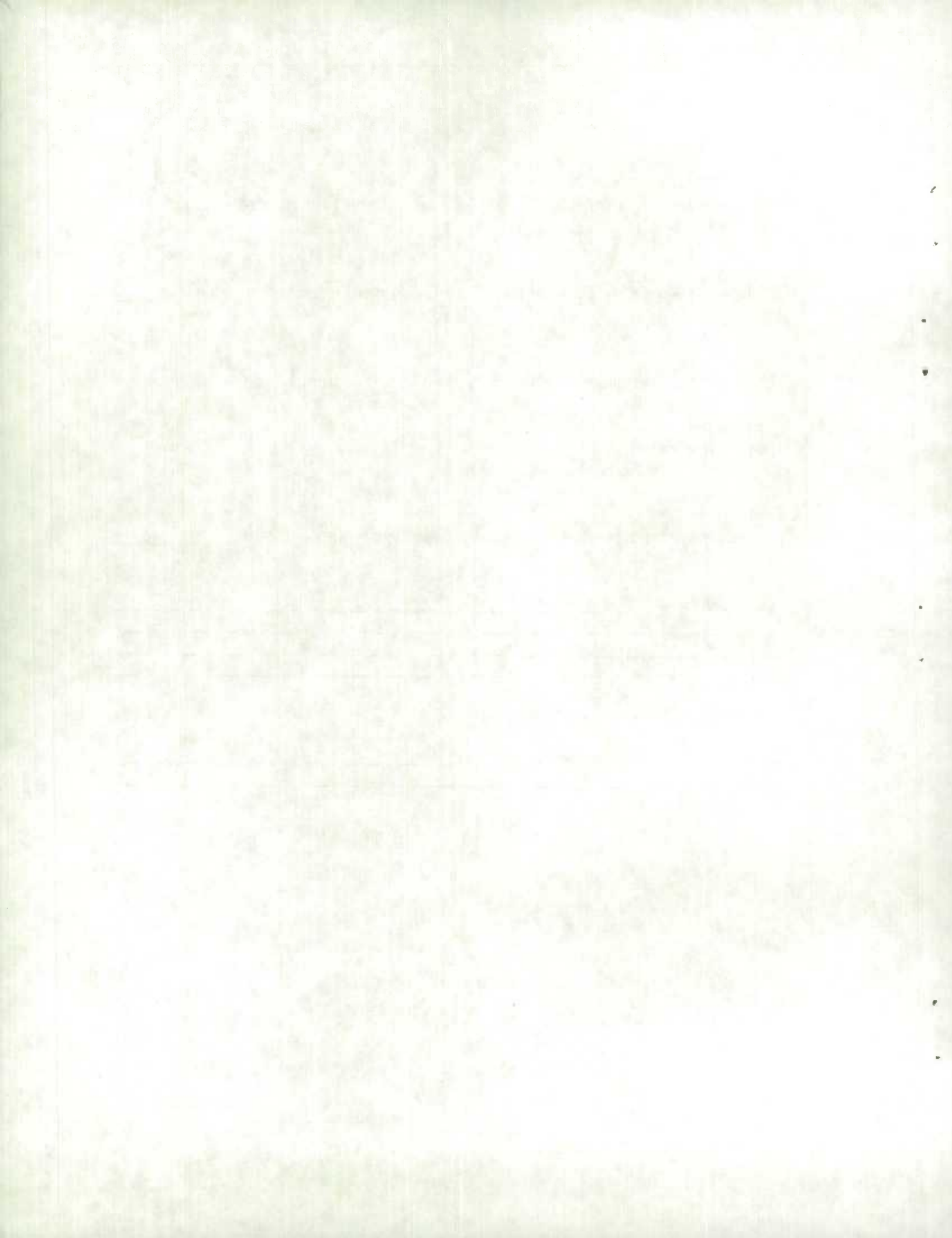
- a. renters only
- b. homeowners only
- c. both renters and homeowners

3. The data from this survey will be used by governments who deal with \_\_\_\_\_  
programs.

Two examples are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Businesses and trades use the data to \_\_\_\_\_  
\_\_\_\_\_





## 2. COLLECTION PROCEDURES

### 2.1 Schedule of Activities

ACTIVITIES	FROM	TO	WORK DAYS
R.O.mails letters and brochures to dwellings selected for the HRRS	March 2, 1993	March 8, 1993	5
R.O. sends out survey material in LFS assignment	March 11, 1993	March 12, 1993	2
Homestudy and discussion of survey with Senior Interviewer	March 15, 1993	March 19, 1993	5
Data Collection of FO8	March 23, 1993	March 30, 1993	6
Shipment of survey material to R.O.		March 31, 1993	1

### 2.2 Supplies

In addition to this Interviewer's Manual, you will receive the following supplies:

<b>Form F08</b>	Labelled 1992 Housing Repair and Renovation Survey Questionnaires (bilingual)
<b>Introductory Letter and Brochure</b>	A supply of each for the HRRS. (See Appendix A for a sample of the English and French introductory letters).
<b>F07 Assignment Control Report</b>	This form lists all of the dwellings for which labels were produced for the Housing Repair and Renovation Survey. (See Appendix B.)

At the beginning of the survey you will use the F07 to ensure you have received a labelled questionnaire for each docket number listed. Throughout the survey you will use it to document the final status code for each dwelling.

## 2. COLLECTION PROCEDURES

---

### 2.3 Assignment Control Report (F07)

Refer to Appendix B for a sample of the Assignment Control Report (F07).

The Assignment Control Report lists the docket number for each household.

You will first use this form to check your supplies. The count (or total) provided at the bottom of the form will tell you how many labelled questionnaires you should have received.

During the survey you will use this form to record your work. Upon the completion of each interview, the final status recorded in Item 9 indicated on the F08 is to be entered on the F07 beside the appropriate docket number. For example, for a completed interview, an "X" would be entered directly below the column headed (3). The "3" refers to the cell number for a completed interview in Item 9 on the F08.

After collection, the Assignment Control Report serves as your record of transmittal or packing slip. The F07 must be sent back to the Regional Office with your completed documents. Clerks will use it in the Regional Office to "check-in" your forms. R.O. staff may call you if they think documents are missing.

### 2.4 Training

Interviewers will be required to:

1. Read the Interviewer's Manual and complete the exercises throughout the manual.
2. Conduct a practice interview (with a family member or friend).
3. Discuss any questions, etc., if necessary with your Senior Interviewer prior to the start of Survey Week.

### 2.5 Survey Preparation

1. Upon receipt of your assignment, ensure that you have received the necessary supplies outlined in Section 2.2 - Supplies.
2. Using the F07 Assignment Control Report, ensure that you have received a labelled F08 for each docket number.
3. Place the F08 in the corresponding Household Record Docket (F03). Ensure that Item 2 (Docket Number) on the F03 is the same as Item 2 (Docket Number) on the label of the F08.

## 2. COLLECTION PROCEDURES

---

### 2.6 Interviewing Procedures

This manual explains how to complete the 1992 Housing Repair and Renovation Survey Questionnaire (F08). As you read through this manual, it is important that you have a blank copy of the F08 in front of you. Refer to the questionnaire for the exact wording of each question or item number, then read the explanation provided in this manual. This method will familiarize you with both the manual and the questionnaire.

In most cases, the HRRS will be conducted on the telephone unless the LFS interview requires a personal visit (i.e., no telephone, person has refused all surveys over the telephone, etc.).

Refer to Section 3 for general instructions on how to complete the F08. Refer to Section 4 for specific instructions on how to complete the questions of the F08.

#### LFS Non-interview

All non-interviews for the Labour Force Survey are automatically non-interviews for the 1992 Housing Repair and Renovation Survey. In such cases, **mark Circle 1 in Item 9 beside "LFS non-interview"**.

#### LFS Telephone Interview

1. Complete the LFS interview and the Survey of Job Opportunities, if applicable.
2. Request to speak with the household member who is the most knowledgeable of the expenses incurred for additions, alterations, renovations, or repairs for that household.
3. If the respondent most knowledgeable of the household expenses, etc. is not available, make arrangements to call back and record the date, call-back time and comments in the "Record of Calls and Appointments" section on the front page of the F08. **Up to two call-backs will be allowed.**
4. On the second attempt, if the respondent is still not available, the interviewer will determine if there is another knowledgeable household member available to complete the interview. In the event there is no other knowledgeable household member available, mark Circle 6 (Other Non-response) in Item 9 and explain the situation in Item 99, Notes.

5.

#### NOTE:

If the respondent will not complete the interview on the telephone, a personal visit may be conducted. Make an appointment to visit the household and record the date, time and comments in Item 12 of the F08. Only one personal visit will be allowed. If the respondent cannot be interviewed at the appointed time, mark Circle 5 (Refused F08) in Item 9.

## 2. COLLECTION PROCEDURES

---

### LFS Personal Interview

1. Complete the LFS interview and the Survey of Job Opportunities, if applicable, before conducting the HRRS.
2. Request to speak with the household member who is the most knowledgeable of the expenses incurred for additions, alterations, renovations or repairs for the household.
3. If the respondent most knowledgeable is not present (at time of LFS visit)

    . Arrange a TELEPHONE call-back, if possible.

    . Upon the telephone call-back, if the respondent is not available, make another appointment to call back.

    . On the second attempt, if the respondent is still not available for a telephone interview, ask if there is another knowledgeable household member available. Should there be no other knowledgeable household member available, mark Circle 5 (Refused F08) in Item 9.

    . If, at the time of the LFS visit, the knowledgeable respondent is not present and the LFS respondent refuses a telephone call-back, mark Circle 5 (Refused F08) in Item 9.

    . If the knowledgeable respondent is not present and cannot be reached by telephone, mark Circle 6 (Other, Non-reponse) in Item 9 and explain the situation in Item 99, Notes. **(No second personal visit should be made unless it is required for the Labour Force Survey).**

### Introduction of the Survey of Consumer Finances

In Rotation 1, 2, 3 and 6 a message appears on the F03, "Mention the SCF Mailout". Note that Rotation 3 is not part of the Housing Repair and Renovation Survey.

After you have completed the questionnaires for the Labour Force Survey, the Survey of Job Opportunities (if applicable), and the Housing Repair and Renovation Survey (if applicable), explain to the household respondent that:

- (a) Statistics Canada will be conducting a supplementary survey next month called the Survey of Consumer Finances.
- (b) The Regional Office will be mailing an SCF package to each family in early April.

## 2. COLLECTION PROCEDURES

---

Here is an example of what you might say:

*"Thank you for the information you have just given me. Next month Statistics Canada will be conducting a supplementary survey called the Survey of Consumer Finances. The survey collects income and related information.*

*The Regional Office will be mailing the questionnaires to you in early April. It may be necessary to refer to records to complete the questionnaires. Next month, when I call on you for the Labour Force information, I will also ask you for your answers to the Survey of Consumer Finances. Should you have any difficulties, I will be happy to help you then."*

### 2.7 Unusual Circumstances

#### Respondent had no expenditures

The survey covers a lot of small expenditures that may not seem important to respondents or that don't come to mind when they think of "renovation" or "repair". These can amount to a significant proportion of the estimates of expenditures that are based on this survey.

For this reason, it is important to ask all of the questions on the F08. The same respondent who would tell you he/she did no repairs or renovations may report that they did buy a can of paint or replaced a light fixture or bought new wall-to-wall carpeting. But the respondent will often not recall these until you ask the specific questions.

For example, when interviewing a respondent who had no repairs or renovations done to the dwelling, ensure to ask Part A, Part B, Part C and Part D of the F08.

#### Temporary Dockets

Do not complete a Housing Repair and Renovation Questionnaire (F08) for multiple dwellings discovered, since we are only interested in dwellings that were identified as being owned in February 1992.

#### Collective Dwellings (e.g., Institutions, Hotels or Camps)

If the dwelling is a collective such as a boarding house, an institution, a hotel or a camp, and owner-occupied, complete the questionnaire, excluding the portion of expenditures applicable to the business.

For example, owners of a motel business:

- a. remodelled the kitchen in owners unit only
- b. upgraded the bathrooms in some units of the motel, including their own.
- c. landscaped area around the motel

## 2. COLLECTION PROCEDURES

---

In all cases, expenditures should reflect the owners' use. Report 100% of the cost of "a" (the remodelling of the kitchen), but only the owners' portion of "b" and "c". You would ask the respondent to divide the costs of the bathrooms by the number of bathrooms upgraded, and the costs of the landscaped area by the number of units in the motel to find the owners' portion.

### 3. GENERAL INSTRUCTIONS FOR COMPLETING THE F08

#### 3.1 General Rules

When making entries on the F08 observe the following rules:

Words in **bold** are to be read aloud during the interview.

Questions containing a note to "Specify" require a brief explanation.

#### Don't Know Cells

When there has been an expenditure reported there must be **either an amount entered or the "don't know" cell marked**.

If a respondent is unwilling to provide an estimate, leave the item blank.

#### Dollar Amounts

Fields requiring dollar amounts should be right-justified; leading zeros are not required.

For example:

The respondent reports an expenditure of \$200.00 for landscaping. You would enter

	\$		2	0	0
--	----	--	---	---	---

Round cents to the nearest dollar. Never enter amounts less than one dollar.

For example:

The respondent reports an expenditure of \$189.43 for landscaping. You would enter

	\$		1	8	9
--	----	--	---	---	---

If the respondent reports a repair, addition, etc., and he did not spend any money, enter an "X" in the "No" cell and **leave the "Amount" response BLANK**.

Examples:

The respondent indicates "Yes", they built a fence, but they built it themselves using scrap materials and therefore, did not have any expenditures. In this case, the "No" cell should be marked since **no actual expenditure** occurred.



**3. GENERAL INSTRUCTIONS FOR COMPLETING THE F08**

The respondent indicates that "Yes", they re-did their kitchen due to a fire, but there were no expenditures because it was paid entirely by their insurance company. Again, the "No" cell should be marked. If a deductible amount was paid, it would be included as an expenditure with a note to explain.

Non-dollar Amounts

Non-dollar fields **require** leading zeros.

For Example:

The respondent reports that he owned and occupied the present household for **one** month in 1992.

Therefore, you must enter

0	1
---	---

Item 99 NOTES

Item 99 should only be used to:

1. Explain the reason for a non-interview.
2. Qualify an unusual amount or estimate.

Example of an usual amount or estimate:

The respondent reports that they installed a dishwasher in 1992. They report \$40 for the installation of the dishwasher (total cost of work contracted out) and no expenditure for materials which they purchased. They further explain that the dishwasher was a gift.

Action: 1. Enter an "X" beside the "Yes" cell.

2. Enter \$ 

				4	0
--	--	--	--	---	---

 for the work contracted out.

3. Leave materials purchased blank.

4. Under Item 99 Notes enter:

2	9		G	I	F	T		D	I	S	H	W	A	S	H	E	R
---	---	--	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---

Ensure that you have entered the item number to which the note refers and that the comment is left-justified.

**3. GENERAL INSTRUCTIONS FOR COMPLETING THE F08**

Similarly, if an insurance company paid for part of an expenditure, explain it in Item 99 Notes.

Note: If there is not enough space on the first line of the "Notes" field, repeat the item number again on the second line and continue the note.

Item Refusal

A respondent indicates an expenditure was made but refuses to report the amount. As a last resort leave the cell blank and indicate "R" for refused in Notes, Item 99.

**3.2 Identification Label (Items 2 - 8)**

An identification label will be affixed to each F08. On receipt of your survey supplies, ensure that Item 2 (Docket Number) on the F03 is the same as Item 2 (Docket Number) on the identification label of the F08.

You will seldom be required to manually enter any data in Items 2 to 8. This will only be necessary when the questionnaire is completed in the other official language and the label is affixed to the side of the questionnaire that has not been completed.

The identification label contains the following information:

				1: F08
2:	123456 - 001	3: 0392	4: 12345	5: 1
6:	LISTING ADDRESS			
7:	E/A or F	8:	123-123-1234	

- Item 1: Form No.
- Item 2: Docket No. and sequence number
- Item 3: Survey Date
- Item 4: Assignment Number
- Item 5: Dwelling Type
- Item 6: Listing Address
- Item 7: Language of household;     E = English  
  A = Anglais (in Quebec)  
  F = French
- Item 8: Telephone Number

### 3. GENERAL INSTRUCTIONS FOR COMPLETING THE F08

---

#### 3.3 Completion Status (Item 9)

At the end of the interview, indicate the Completion Status by marking the appropriate circle in Item 9 of the F08 and on the F07.

<p>NOTE: For a question to be considered "answered", the expenditure Yes/No box must have an entry but the actual expenditure dollar amount may be blank.</p>
---

#### LFS Non-interviews

All non-interviews for the Labour Force Survey are automatically non-interviews for the 1992 Housing Repair and Renovation Survey. In such cases, **mark Circle 1 in Item 9 beside "LFS non-interview"**.

#### Interview ended in Item 15 - Did Not Own in 1992

Only basic information is required from renters for the HRRS.

#### Completed

All items have been answered by the respondent. Therefore, this status code is for fully completed questionnaires.

#### Partially Completed

At least one **section** has been answered.

#### Refused F08

Less than one **section** has been answered because the respondent has refused to participate in the survey.

### **3. GENERAL INSTRUCTIONS FOR COMPLETING THE F08**

---

#### Other Non-response

No questions have been answered because you were unable to make contact with the respondent; for example, temporary absence due to a vacation or business trip, not home when call-back was made, illness, etc.

An unusual situation has arisen preventing the interview, for example, language difficulties, death in the family, etc.

**NOTE:** Ensure that all F08's have an entry in the Completion Status Box (Item 9) and the corresponding status is marked on the Assignment Control Report.

**EXERCISE 2**

The following questions will test your knowledge on what you have read so far. Fill in the blanks or circle the correct answer.

1. To reach a knowledgeable respondent by telephone, you are permitted to make up to \_\_\_\_\_ call backs.
  
2. Collective dwellings, such as hotels, boarding houses and camps, are (included in; excluded from) \_\_\_\_\_ the survey when \_\_\_\_\_.
  
3. A respondent installed a chandelier himself/herself that was a Christmas gift.
  - a) You would indicate that there (was; was not) \_\_\_\_\_ an expenditure.
  - b) You would indicate the amount as:
    - a. an estimate of the chandelier's value
    - b. blank
  - c) You (would; would not) \_\_\_\_\_ make a note in Item 99.
  
4. A respondent had a ceiling replaced by a contractor after a plumbing leak. The cost to the respondent was \$200 and the balance was covered by the insurance company.
  - a) You would indicate that there (was; was not) \_\_\_\_\_ an expenditure.
  - b) You indicate the amount contracted out as:
    - a. \$200
    - b. blank
    - c. an estimate of the entire expense
  - c) You (would; would not) \_\_\_\_\_ make a note in Item 99.

#### 4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS ON THE F08

##### 4.1 General

The Housing Repair and Renovation Survey collects expenditures on ALL owned and occupied dwellings by respondents in 1992. For example,

- 1) Families who move from one owned dwelling to another owned dwelling. Expenditures on both dwellings in the calendar year 1992 are required.
- 2) Two persons who owned separate dwellings in 1992 move in together. If they move into a third dwelling, expenditures of all three dwellings are combined. If they move into one of the two already owned, combine expenditures of the two dwellings.

However, do not report any previous co-owned dwellings with a non-household member who continued to occupy the dwelling when a household member left. That is, a member of the household owned and occupied a dwelling in 1992 along with another person who is not part of the household being surveyed. Even though the household member may still legally own the dwelling and may have incurred expenses in 1992, when the household member moved out of this co-owned dwelling and the non-household member stayed on, the data is excluded from the HRRS. This avoids the possibility of the dwelling being counted twice, should it also be selected for the HRRS.

The Housing Repair and Renovation Survey covers the types of expenditures which add to or maintain the value of the home. These are items which form part of the home if and when it is sold. For example, installing a chandelier affects the value of a dwelling, while buying a new table lamp does not.

##### 4.2 Introduction (Items 10 - 15)

*10. The 1992 Housing Repair and Renovation Survey collects information from homeowners about their expenditures for repairs, maintenance and renovations.*

Introduce the Housing Repair and Renovation Survey to each respondent by reading aloud the statement provided on the questionnaire.

#### 4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS ON THE F08

11. *Who would be the best person to talk to about this household's housing expenses?*

Enter the respondent's name and page line number in the appropriate cells. This information is found in Items 31 and 32 on the F03.

If the household respondent that is considered the best source of information regarding the household expenses is not available, make an appointment to call back. Ensure the correct date, time and telephone number for the call-back are recorded in the Record of Calls and Appointments section. If the "best" person will not be available to call back within the survey period and there is another person who has knowledge of the household's housing expenses, list the next best person and interview.

12. *Record of Calls and Appointments*

Use this section to record the date, time and any comments for appointments. "Call back for" is used to record item numbers for which the respondent has requested a call-back be made in order to provide the appropriate information. For example, the respondent wishes to check his/her records on the cost of a recent re-roofing project.

13. *How many months was this dwelling owned and occupied by a member of this household in 1992?*

If respondents answer that they occupied the dwelling for one month or less in 1992, enter:

01

If respondents answer that they did not occupy the dwelling at all in 1992, enter "00".

14. *In 1992 did anyone in this household occupy any other dwellings that they owned? Exclude vacation homes.*

Include all previous principal dwellings which were owned and occupied by a current member of this household. Exclude secondary living quarters such as vacation homes, temporary accommodation such as when working or studying away from the usual residence.

If a household member co-owned a previous dwelling with a person who was still occupying that dwelling when the member left, exclude the dwelling.

If a household indicates a certain number of other dwellings, but information is not given for all reported, the number in Item 14 should not be changed to correspond with the number for which expenditures were collected. Rather, make notes to explain the missing data.

**4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS FOR THE F08**

---

If "Yes":

*How many other dwellings?*

1. Mark an "X" in the "Yes" cell and ask "How many other dwellings?"
2. Enter the number of other dwellings owned and occupied by the household.
3. For each dwelling reported, you must ask for how many months they owned and occupied the dwelling in 1992, and then determine if the dwelling was a single family home, an apartment or another type of dwelling.
4. Continue with Item 15 (**INTERVIEWER CHECK ITEM**)

If "No":

1. Mark an "X" in the "No" cell
2. Continue with Item 15 (**INTERVIEWER CHECK ITEM**)

**NOTE:**

It is possible that the months reported in this Item total to more than 12 since additional members may have joined the household in 1992. For example, a couple moved in together October 1, 1992. She sold her own apartment and he sold his own apartment to move into a house. The household would report expenditures for both of the previous dwellings, totalling 18 months of occupancy.

**NOTE:** You will be reporting TOTAL expenditures for all current and previous dwellings owned and occupied in 1992.



**4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS ON THE F08**

To illustrate Item 14, the examples noted in Section 4.1 are completed as follows:

- 1) Families who moved from one owned dwelling to another one. Expenditures on both dwellings in the calendar year 1992 are required. See Example 1.

**EXAMPLE 1:**

14. In 1992, did anyone in this household occupy any other dwellings that they owned? Exclude vacation homes.

Yes 1  →

No 2  →

How many other dwellings?  →

How many months in 1992 in ...	Was this ...		
	a single family dwelling?	an apartment?	another type of dwelling?
Dwelling 1: <input type="text" value="10"/> →	1 <input checked="" type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Dwelling 2: <input type="text" value=""/> →	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
Dwelling 3: <input type="text" value=""/> →	7 <input type="radio"/>	8 <input type="radio"/>	9 <input type="radio"/>

- 2) Two persons who owned separate dwellings for 10 months each in 1992 move in together for the remaining 2 months. If they moved into a third dwelling, expenditures of all three dwellings are combined. See Example 2.

**EXAMPLE 2:**

14. In 1992, did anyone in this household occupy any other dwellings that they owned? Exclude vacation homes.

Yes 1  →

No 2  →

How many other dwellings?  →

How many months in 1992 in ...	Was this ...		
	a single family dwelling?	an apartment?	another type of dwelling?
Dwelling 1: <input type="text" value="10"/> →	1 <input checked="" type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Dwelling 2: <input type="text" value="10"/> →	4 <input type="radio"/>	5 <input checked="" type="radio"/>	6 <input type="radio"/>
Dwelling 3: <input type="text" value=""/> →	7 <input type="radio"/>	8 <input type="radio"/>	9 <input type="radio"/>

- 3) If they moved into one of the two already owned, combine expenditures of the two dwellings. See Example 3.

**EXAMPLE 3:**

14. In 1992, did anyone in this household occupy any other dwellings that they owned? Exclude vacation homes.

Yes 1  →

No 2  →

How many other dwellings?  →

How many months in 1992 in ...	Was this ...		
	a single family dwelling?	an apartment?	another type of dwelling?
Dwelling 1: <input type="text" value="10"/> →	1 <input type="radio"/>	2 <input checked="" type="radio"/>	3 <input type="radio"/>
Dwelling 2: <input type="text" value=""/> →	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
Dwelling 3: <input type="text" value=""/> →	7 <input type="radio"/>	8 <input type="radio"/>	9 <input type="radio"/>

**4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS FOR THE F08**

- 4) If in both cases, non-household members continued to occupy the dwellings co-owned with household members, when the household member left. Even though they may still be owned legally by household members, these dwellings are excluded. This prevents possible double counting of the dwellings, as these dwellings could also be selected for this survey and the non-household member would report the expenditures. See Example 4.

**EXAMPLE 4:**

14. In 1992, did anyone in this household occupy any other dwellings that they owned? Exclude vacation homes.

Yes 1  →

No 2  →

How many other dwellings?  →

How many months in 1992 in ...	Was this ...		
	a single family dwelling?	an apartment?	another type of dwelling?
Dwelling 1: <input type="text"/> <input type="text"/>	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Dwelling 2: <input type="text"/> <input type="text"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
Dwelling 3: <input type="text"/> <input type="text"/>	7 <input type="radio"/>	8 <input type="radio"/>	9 <input type="radio"/>

15. INTERVIEWER CHECK ITEM  
 If "00" in Item 13 and "No" in Item 14 .... Thank respondent and end.  
 Mark circle 2 in Item 9.  
 Otherwise .....Go to 16.

For respondents who did not own and occupy the present dwelling ("00" in Item 13) and did not own and occupy any other dwelling in 1992 ("No" in Item 14), thank the respondent and end the interview. Mark Circle 2 (Did not own in 1992) in Item 9 and on the F07 Assignment Control Report. In all other cases, continue with Item 16.

**4.3 General Instructions for Completing Parts A to D**

16. When answering the following questions, keep in mind that they apply to the months in the dwelling(s) you have just reported. Please report an expenditure only once.

Be sure to read this statement to all respondents.

Questions are mutually exclusive. In other words, expenditures should only be reported in one place.

For example, if a person reported in Part B that they finished their attic to make an extra bedroom and bath at a cost of \$15,000, they should not go on to report in Part C individual estimates under new installations of bathroom fixtures, baseboard heaters, etc. Do not report them a second time.

The questions have been put in a specific order which directs respondents from complex, major jobs to smaller more common maintenance jobs. By doing this the concepts are structured in the

#### 4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS ON THE F08

same way that the respondent would perceive or contract the work to be done. For example, although a contract may break out the costs of the various trades, materials, etc. going into the addition on a house, many will lack the detail since it is the bottom line or total cost that matters to the respondent and what they will be able to recall.

The overall cost will be better known, whereas trying to collect each component of the renovation cost separately would result in incomplete estimates.

Looking at the overall nature of the job also provides better estimates for the household renovation and repair industry rather than reporting individual breakdowns such as installing wall-to-wall carpeting or light fixtures.

The questions apply to all owned principal residences of the household owned and occupied in 1992, as well as any property or buildings associated with them which are not used solely for business or rented to others. Examples are a detached garden shed, a guest house, a play structure, etc.

We are interested in items which are fixtures on the property such as built-in appliances, light fixtures, central vacuuming, etc. and which would normally be included in a property sale rather than portable or "non-fixed" equipment.

There are two columns in which to record expenditures, each with their own question:

What was the total cost of WORK CONTRACTED OUT? (Exclude the cost of any materials that you purchased separately.)

1. In the first column, report expenditures for work that was contracted out. The contract may have included labour and material, or just labour. If materials were purchased separately from the contract, the expenditure should be reported in the second column. Do not report the value of work done by the household members.

What was the cost of MATERIALS that you purchased separately?

2. If materials only were purchased (whether under a separate contract, separate bill, package deal, or by the respondent) report these costs in the second column (materials that you purchased separately).

Remember, if the respondent is uncertain of the exact amount of the expenditure, an estimate is acceptable.

Note that the information in these two columns is also mutually exclusive, i.e., if materials were included under a labour and materials contract, do not report them again under materials.

It is possible, however, to have more than one type of expenditure in one question.

**4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS FOR THE F08****EXAMPLE:**

A household hires a painter to paint the living/dining room. The paint is included in the total cost. They also purchase paint to repaint a bedroom.

The total cost of painting the living/dining room is entered under contract cost and the paint for the bedroom is entered under separate materials.

**4.4 Part A: Additions (Items 17-21)**

Were there any expenditures in 1992 for the ADDITION of ...

17. A garage or car port?

Report the addition of either attached or free-standing garages or car ports which were not part of a larger "structural extension" job (e.g., addition of a garage with an additional bedroom over it).

18. Other structural extensions such as rooms, decks or garden sheds?

Report jobs which increase the size of the dwelling by the addition of new rooms, adding on to existing rooms, adding porches, decks, balconies, greenhouses, garden sheds, etc.

Include projects which included both a garage/car port and another structural extension. Exclude fences and swimming pools.

Include free standing structures which are affixed to the property in some way and would add to property value. Exclude free standing structures which are portable.

Example of affixed: Garden sheds, greenhouses, and play houses with poured concrete floors, bird houses and feeders fastened in some way in concrete.

Example of portable: Same structures as above only they would **not** be fastened in any way to the property and could be removed from the property and would not add to the property value.

19. An inground swimming pool?

20. Fences, patios, driveways?

21. Landscaping?

#### 4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS ON THE F08

---

Report only major work which was done to create a landscaped area, or to renovate a landscaped area in a major way, i.e., grading, sodding, planting of trees and shrubs, etc. (If perennials and other garden plants are part of the major job, include their costs as well.)

Examples of major jobs are:

- the landscaping around a newly constructed building or addition, or the landscaping following a demolition;
- the landscaping after an inground swimming pool installation (if not included in the cost of the swimming pool);
- the addition of trees and foundation planting to enhance the overall appearance of the property or to provide shade; and
- construction of ponds, fountains, waterfalls, retaining walls, etc.

Exclude the maintenance of lawns and gardens as well as the kinds of year-to-year expenditures associated with hobby gardening, vegetable gardening, additional replacement of nursery stock, seeding, patching of sod, etc.

#### 4.5 Part B: Renovations and Alterations (Items 22-25)

22. Were there any expenditures for RENOVATIONS or ALTERATIONS in 1992?

These include jobs such as remodelling rooms, adding or replacing doors and windows, renovating exterior walls, upgrading insulation and adding eavestroughing. Include any finishing in new homes, and the cost of any equipment and built-in appliances that were part of the renovation project.

Report any work done which was intended to:

- upgrade the property to acceptable building or living standards.
- rearrange the interior space.
- modernize existing facilities in order to suit changing needs without changing the type of occupancy.

Exclude jobs which only included painting, wallpapering or other repairs and maintenance.

Part B will be completed when there is a "Yes" response indicated in Item 22.

#### 4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS FOR THE F08

---

Were there any RENOVATIONS or ALTERATIONS that involved ...

23. A combination of interior and exterior work?

24. Exterior work only?

25. Interior work only?

Items 23, 24 and 25 refer to renovation and alteration expenditures for jobs or projects categorized according to whether the renovation job included both the interior and exterior of the property or whether the job was all interior or all exterior work. A household could report expenditures in more than one category if they undertook more than one renovation job in 1992 and the interior/exterior composition of the jobs differed.

For example, the household had a contractor install a patio door and wood panelling in a family room, plus some steps off of it. A few months later, the same household decided to panel the basement too. The cost of the family room renovation would be reported in Item 23 and the cost of panelling the basement would be reported in Item 25.

Whether work done is viewed as one project or a number of renovation jobs is up to the respondent. Usually it will depend on the contractual arrangements for the work, but it could also be perceived by the respondent according to the timing of the work, the subcontracting of the work, or the bulk purchase of materials.

In the example above, the householder might have had the patio door and steps installed, then purchased panelling to do the family room and basement walls. They could then likely look at the work as two renovation jobs, reporting the door/steps in Item 24 (exterior) and the panelling of the two areas in Item 25 (interior).

Note that insulation of walls is usually done during renovations or alterations and would be reported as part of a multi-job project in this section. However, when insulation of interior walls, exterior walls, or a combination of interior/exterior walls is done as a single job or separate contract, report it in this section. If part of an addition, report it in Part A.

#### 4.6 Part C: Replacement or New Installation (Items 26 - 31)

Were there any expenditures in 1992 for the replacement or installation of ...

Replacement refers to the installation of equipment which replaces an existing unit. It may be of superior quality, for example replacing a thirty year old oil furnace with a technically advanced version in 1992. Conversion from one type of unit to another should also be reported here, for example, replacing an electric hot water tank with a gas fueled tank.

New installation refers to the installation of equipment which did not previously exist on the

#### 4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS ON THE F08

---

property, or which was installed in addition to the equipment on the property. For example, the installation of a shower stall in what had previously been a powder room. The respondent may already have a shower in another bathroom, but there had not been one in the powder room.

Note that no distinction is to be made between equipment that was purchased as new or old.

##### NOTE:

Ensure that expenditures reported in Part C have not been previously reported in Part A or B. In other words, if a respondent reports an addition to the kitchen in Item 18 (Part A), the amount reported in Item 18 is considered to have included all expenditures for this addition and should not be reported again in Part C.

##### 26. Plumbing fixtures?

These questions apply to plumbing fixtures only. Examples include bath tubs, toilets, sinks, laundry tubs, hot water tanks, faucets, piping, showerheads, septic systems, pumps, etc.

Fixtures such as tub enclosures, bathroom cabinets, towel bars, toilet seats and vanity cabinets should be reported in Item 31, Other fixtures or built-in equipment.

##### 27. Heating or air conditioning equipment?

These questions refer to items such as furnaces, central air conditioning equipment, heat pumps, baseboard heaters, fireplaces, woodstoves, humidifiers, air cleaners, additional ductwork, electric timers, etc. Filters and similar supplies should be reported in Part D under "repairs and maintenance."

Include "fixed" fireplace equipment such as insulated chimneys, doors and screens for fireplaces, built-in fan units, etc. Andirons, tools, movable grates and screens (which would probably not be included in the sale of the property) should not be reported.

##### 28. Electrical fixtures or equipment (including wiring)?

These questions refer to service panels for wiring, security equipment, built-in ventilation fans, light fixtures (which do not plug in), etc.

Include the security equipment which is built into the dwelling and would normally be sold with the property. Exclude the charges for equipment which is owned by a security service.

##### 29. Built-in appliances such as ovens, dishwashers?

Include built-in versions of stoves, ovens, rangehoods, cook-top units, freezers, refrigerators, ice makers, etc. which would normally remain with the property if it was sold.

**4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS FOR THE F08**

30. Wall-to-wall carpeting?

Include the cost of any underpadding which accompanied the wall-to-wall carpeting.

Broadloom not yet permanently installed should not be reported.

31. Other fixtures or built-in equipment?

For a replacement?

This refers to the replacement of any other item, such as kitchen or bathroom cabinets, doors, windows, etc. The replacement of walks or driveways from one type of material to another (e.g., from gravel to asphalt) should be reported here. However, re-paving is considered "repair" and should be reported in Part D, Item 40, "Repairs to outdoor patios, fences and driveways".

For a new installation?

Report such things as the new installation of kitchen or bathroom cabinets, built-in shelving units, etc.

**4.7 Part D: Repairs and Maintenance (Items 32 - 45)**

The following questions are about repairs and maintenance costs for the dwelling(s) in 1992.

Were there expenditures for ...

Include expenditures made on an existing structure or piece of equipment to keep it in good working condition and appearance so as to maintain it in "as new" condition as possible.

Include repairs done to broken, damaged or malfunctioning components of the structure or equipment.

Include equipment service contracts and cleaning of equipment.

Exclude housekeeping costs such as rug cleaning, window washing, cleaning out of eavestroughing, etc.

32. Painting (Interior or exterior)?

33. Wall papering?





#### 4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS FOR THE F08

34. Repairs to interior walls and ceilings, plastering, drywall, panelling, tiling?

35. Repairs to hard surface flooring and wall-to-wall carpeting? (Exclude wooden flooring)

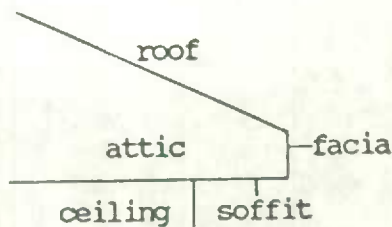
36. Complete re-roofing?

37. Eavestroughing and other roof repairs?

38. Repairs to exterior walls, including soffits, fascia, foundations and chimneys? (Include chimney cleaning)

"Soffits" are the underside of an overhang of a building.

"Fascia" is the flat surface covering the ends of the rafters.



Also include expenses for specialized cleaning of exterior masonry, and brick walls, for example sandblasting and high pressure hoses.

39. Caulking and weather stripping, etc.? (Include replacement of insulation, vapour barriers, etc.)

40. Repairs to outdoor patios, fences and driveways?

41. Heating and air conditioning system? (Include service contracts)

Refer to Question 27 for definition of "heating and air conditioning system". Also include furnace cleaning costs.

42. Plumbing?

#### 4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS ON THE F08

---

Refer to Question 26 for what is considered "plumbing". Also include expenditures for drain cleaning.

43. Electrical?

Refer to Question 28 for what is considered "electrical".

44. Carpentry? (Include wooden flooring)

45. Other repairs and maintenance?

Some examples of other repairs and maintenance are installation of door locks, repair of concrete steps, repair of patio door and repair of built-in appliances. Exclude repairs to conventional appliances (not built-in).

Be sure to specify the type of repair or maintenance undertaken.

**NOTE:** Exclude housekeeping maintenance work such as rug cleaning, window washing, groundskeeping, snow removal, garbage removal, etc.

#### 4.8 Unusual Circumstances

Describe all unusual circumstances in the Notes section.

##### Condominium Fees

Do not report expenditures that are included or considered to be covered by condo charges/fees, Co-op housing fees, or trailer fees.

##### Construction of a New Home

Information only on dwellings which were owned and occupied in 1992 by members of the household are to be collected.

Any work done on a dwelling before occupancy (e.g., renovation, construction) is not to be recorded on the questionnaire. This survey only collects information after the dwelling (whether completed or partially completed) was owned and occupied by the household member.

If new home construction expenditures were made by the household during 1992 but the home was not occupied by the household in 1992, do not report the expenditures.

**4. INSTRUCTIONS FOR COMPLETING SPECIFIC QUESTIONS FOR THE F08**

---

If the household lived in a new dwelling at January 1, 1992 which was still under construction from the previous year(s), any additional construction or furnishing expenditures incurred from January 1, 1992 to December 31, 1992, should be reported under Additions, or Renovations and Alterations.

**EXERCISE 3**

This exercise is to test your knowledge of the concepts that differentiate each of the sections and the questions within them. For the following situations, indicate where expenditures should be reported, if at all.

Write "Part (A, B, C or D), Question (one number from 17 to 45)" OR write "Excluded" in the blank that follows the situation. The first question is done for you as an example.

- a) A new family room extends behind the existing dwelling.

**Part A, Question 18.**

- b) Broken faucets on kitchen sink were replaced with new ones.

\_\_\_\_\_

- c) New aluminum insulating windows replaced old wooden ones.

\_\_\_\_\_

- d) Service contract to maintain lawn, i.e., aeration, fertilization and pesticide treatment.

\_\_\_\_\_

- e) Built-in bar fridge installed. \_\_\_\_\_

- f) Built-in bar fridge replaced. \_\_\_\_\_

- g) Old conventional fridge and stove replaced by new conventional stove and fridge in kitchen. \_\_\_\_\_

- h) When replacing kitchen cabinets and countertop, installed an oven in the wall and countertop stove that replaced conventional stove in kitchen.

\_\_\_\_\_

- i) Repair to built-in dishwasher. \_\_\_\_\_

---

**EXERCISE 3**

---

- j) Parts replaced on oil furnace. \_\_\_\_\_
- k) Gas furnace replaced oil furnace. \_\_\_\_\_
- l) Winterized attic to add another room. \_\_\_\_\_
- m) Added baseboard heaters to the family room in the basement.  
\_\_\_\_\_
- n) Service contract to clean furnace. \_\_\_\_\_
- o) Changed driveway from asphalt to interlocking bricks. \_\_\_\_\_
- p) Snow removal contract. \_\_\_\_\_
- q) Service contract to clean drains. \_\_\_\_\_
- r) Service contract to clean eavestroughs. \_\_\_\_\_

**EXERCISE 4**

Using the information in the following scenario, complete a blank Housing Repair and Renovation Survey Questionnaire:

The Turners are homeowners. Today, you call Mary Turner, the LFS respondent who identifies her husband, Terry Turner (Page/line 11), as the most knowledgeable person about household costs. She tells you to call back at 7:00 this evening to reach him.

The Turners moved into the home in January 1993 from a smaller home, a condominium townhouse, that they owned down the street and where they had lived for 3 years. On their current dwelling (the listing address) they have had no expenditures for repairs or renovations whatsoever in 1992.

But, on their condominium, they incurred the following costs:

. They had a deck built by a contractor in the summer of 1992 for \$5,000 but stained it themselves for the cost of the stain, \$300.

. In the fall they installed a woodstove themselves at a cost of \$2,000.

. In the bathroom in the spring they installed themselves a tub encloser (sliding doors) for \$410.45.

. Just before putting their house on the market in October, they paid a contractor \$950 to paint the entrance way and main floor. However, the Turners supplied the paint which cost \$279.97.

. Their housecleaning service amounted to \$2450 last year.

## 5. AFTER COLLECTION

### 5.1 Editing the Questionnaires

The following items must be properly completed:

1. Items 9 to 15: must be completed for all OWNER households.
2. Part A - Items 17 to 21: "Yes" or "No" must be completed. For Items that have a "Yes" response, the amount must be entered or the "Don't know" circle marked.
3. Part B - Item 22: must be completed. If Item 22 has a "Yes" response, "Yes" or "No" must be completed for Item 23, 24 and 25.
4. Part B - Items 23, 24, and 25: If a "Yes" response, an amount must be entered or the "Don't know" circle marked.
5. Part C - Items 26 to 31: "Yes" or "No" must be completed. If "Yes" then - "Yes"/"No" of replacement or new installation must be checked. When "Yes", there must be an amount in the response block or the "Don't know" circle marked.
6. Part D - Items 32 to 45: "Yes" or "No" must be completed. If "Yes" then there must be an entry in the response block or the "Don't know" circle marked.

### 5.2 Shipment to the Regional Office

1. Questionnaires are to be arranged in sequence according to the F07.
2. Place the F07 on top of the F08's and secure with and elastic band.
3. Ship in one shipment only, not later than March 31, 1993.
4. Ship using the same method that is used for the Labour Force Survey.





## 6. QUESTIONS AND ANSWERS

### 1. *WHY IS THIS SURVEY SO IMPORTANT?*

The information is used by federal and provincial government agencies involved in housing programs. These range from programs to stimulate the construction industry to those whose aim is to help homeowners in need finance their housing repairs. The many types of business and trades involved in home repairs and renovations also use this information to better locate and serve a growing market. The amount spent by homeowners on repairs and renovations every year makes it important for Statistics Canada to include accurate and up-to-date information on this industry in its system of national accounts.

### 2. *DO YOU INTERVIEW EVERYONE? WHY WAS I CHOSEN FOR THE SURVEY? IF I DON'T ANSWER, CAN YOU SUBSTITUTE SOMEONE ELSE? WHY DON'T YOU BOTHER SOMEONE ELSE?*

This survey samples approximately 27,000 owner-occupied households. Your dwelling was selected at random. All dwellings have an equal chance of being selected, making the choice a fair one. No substitutions can be made if the sample is to be truly accurate.

### 3. *WILL MY TAXES GO UP IF I TELL YOU WHAT ALTERATIONS OR RENOVATIONS I HAVE MADE? IS THE INFORMATION CONFIDENTIAL?*

All your answers to this questionnaire, or any Statistics Canada survey, are kept in the strictest confidence, as required by the Statistics Act. Any information that would allow replies to be traced to a particular individual is removed before it is released to other government departments.

### 4. *WHY NOT GET THE INFORMATION FROM CONTRACTORS AND DISTRIBUTORS OF BUILDING SUPPLY MATERIALS?*

While these sources can provide total sales or loan information for their own activities, they cannot provide an overall picture of householders' costs. Only the individual households can provide detailed and accurate information about housing costs. Further, only with data from individual households can we tell how these costs vary for a cross-section of Canadian households, and this is important for a number of the uses which will be made of the data.

---

## 6. QUESTIONS AND ANSWERS

---

5. *WHY DO YOU ASK ABOUT SO MANY ITEMS?  
DO YOU EXPECT PEOPLE TO REMEMBER ALL THIS DETAIL?*

Each item counts when looking at our standard of living. The more the governments and private sectors know about expenditures for shelter, the more their long-range plans and policies will help the householder.

The detailed questions act as a check list and can jog the respondent's memory so that no items are forgotten.

We don't expect all respondents will be able to give us completely accurate replies to all questions. The memory of most people is far from perfect especially if the questions are about expenses incurred several months ago. We ask you to provide the best estimate you can.

6. *WHY DO YOU INCLUDE ITEMS LIKE BUILT-IN APPLIANCES AND WALL-TO WALL CARPETING IN YOUR QUESTIONS ABOUT RENOVATIONS AND REPAIRS?*

The Housing Repair and Renovation Survey covers the types of expenditures which add to or maintain the value of the home. These are items which form part of the home if and when it is sold. For example, installing a chandelier affects the value of a dwelling, while buying a new table lamp does not.

**APPENDICES**



**APPENDIX A - LETTER TO RESPONDENT - HOUSING REPAIR & RENOVATION  
(English)**

Dear Respondent:

Your household is one of more than 27,000 selected to participate in the Housing Repair and Renovation Survey, a supplement to this month's Labour Force Survey. Before our interviewer calls, I would like to tell you something about the survey and the booklet I've enclosed.

The nationwide Housing Repair and Renovation Survey, conducted by Statistics Canada, will be used to measure housing needs and costs from province to province. It will also be used to look at the growth of home repairs and renovations in the construction industry. Expenditures on homeowner repair and renovation are an important component of Statistics Canada's measure of the total Canadian income and expenditure.

In a sample survey like this, your answers represent many similar households and are an important part of its success. The accompanying booklet explains the topics covered by the Housing Repair and Renovation Survey and it will help you prepare for the types of questions our interviewer will ask you when he or she contacts you within the next two weeks. Please retain this brochure until the interviewer contacts you.

As with all of its surveys, Statistics Canada has strict rules to protect the confidentiality of the information you provide. All our interviewers are sworn to secrecy with severe penalties for not respecting the confidentiality requirements. The data collected for the Housing Repair and Renovation Survey will be used for statistical purposes only. Nothing that could identify you will be made available to any other person, department or agency.

In the meantime, on behalf of Statistics Canada, I would like to thank you for taking part in this important survey. Please call us at (---) if you have any questions after you have spoken to the interviewer.

Sincerely,

Regional Director

## APPENDIX A

---

LETTER TO RESPONDENT  
HOUSING REPAIR & RENOVATION  
(french)

Monsieur, Madame,

Votre ménage figure parmi plus de 27 000 ménages qui ont été choisis pour participer à l'Enquête sur la réparation et la rénovation du logement, un supplément à l'Enquête sur la population active de ce mois-ci. Avant que notre intervieweur ne vous appelle, permettez-moi de vous donner quelques précisions au sujet de l'enquête et du carnet ci-joint.

L'Enquête sur la réparation et la rénovation du logement, menée par Statistique Canada, servira à mesurer les besoins et les coûts au titre du logement d'une province à l'autre. Elle sera également utilisée pour observer la croissance des réparations et des rénovations au sein de l'industrie de la construction. Les dépenses engagées par les propriétaires pour les réparations et les rénovations représentent une composante importante de la mesure par Statistique Canada du total des revenus et des dépenses au Canada.

Dans une enquête-échantillon comme celle-ci, vos réponses sont représentatives de celles de nombreux ménages similaires et contribuent grandement à son succès. Le carnet ci-joint explique les différents sujets touchés par l'Enquête sur la réparation et la rénovation du logement. Il vous aidera à vous préparer aux genres de questions que vous posera l'intervieweur lorsqu'il communiquera avec vous d'ici (les deux prochaines semaines). Veuillez conserver cette brochure jusqu'au moment où l'intervieweur communiquera avec vous.

Comme c'est le cas dans toutes ses enquêtes, Statistique Canada veille rigoureusement à protéger la confidentialité des renseignements que vous fournissez. Tous nos intervieweurs ont juré de garder le secret et sont passibles de peines sévères s'ils ne respectent pas les dispositions relatives à la confidentialité. Les données recueillies dans le cadre de l'Enquête sur la réparation et la rénovation du logement ne seront utilisées qu'à des fins d'analyse statistique. Aucun renseignement permettant de vous identifier ne sera communiqué à un autre particulier, ministère ou organisme.

Entre temps, j'aimerais vous remercier, au nom de Statistique Canada, de prendre part à cette importante enquête. Si vous avez des questions à poser après avoir parlé à l'intervieweur, veuillez communiquer avec nous au (\_\_\_\_\_).

Veuillez agréer, Monsieur, Madame, l'expression de mes sentiments les meilleurs.

Le directeur régional,

p.j.

APPENDIX B - EXAMPLE OF ASSIGNMENT CONTROL REPORT (F07)

F07		1981 HOUSEHOLD ENERGY USE SURVEY		ASSIGNMENT CONTROL REPORT - MAINTIEN DE COURSILS DE LA TACHE		PAGE 2	
DATE	NO. DE LA TACHE	COLLECT	STATUS	COMPTES/COINTE	NO. DE LA TACHE	COMPTES/COINTE	
1981	0293	(1)	(1)	(1)	(1)	(1)	
11	11104	F					
11	11104	F					
11	11104	F					
280211 - 01A	11	( )	( )	( )	( )	( )	
280229 - 01A	12	( )	( )	( )	( )	( )	
280237 - 020	12	( )	( )	( )	( )	( )	
280245 - 021	11	( )	( )	( )	( )	( )	
280252 - 022	12	( )	( )	( )	( )	( )	
280260 - 023	12	( )	( )	( )	( )	( )	
280351 - 024	11	( )	( )	( )	( )	( )	
280369 - 025	12	( )	( )	( )	( )	( )	
280377 - 026	11	( )	( )	( )	( )	( )	
280385 - 027	12	( )	( )	( )	( )	( )	
280393 - 028	11	( )	( )	( )	( )	( )	
280401 - 029	11	( )	( )	( )	( )	( )	
280410 - 030	11	( )	( )	( )	( )	( )	
280418 - 031	11	( )	( )	( )	( )	( )	
280426 - 032	13	( )	( )	( )	( )	( )	
280500 - 033	12	( )	( )	( )	( )	( )	
280518 - 034	11	( )	( )	( )	( )	( )	
280527 - 035	11	( )	( )	( )	( )	( )	
280535 - 036	11	( )	( )	( )	( )	( )	
TOTAL ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )							
TOTAL PAGES-LIGNES PRINTES - 15							
TOTAL PAGES-LIGNES IMPRIMES -							





**APPENDIX C - ANSWER KEY TO EXERCISES****EXERCISE 1**

1. The Housing Repair and Renovation Survey is collected in rotation group(s) **1, 2, 5 and 6.**
2. The Housing Repair and Renovation Survey collects data from (renters only/ homeowners only/ both renters and homeowners) **homeowners only.**
3. The data from the survey will be used by governments who deal with **housing programmes.** Two examples are **stimulating the construction industry and financing homeowners housing repairs.**
4. Businesses and trades use the data to **better locate and serve a growing market.**

**EXERCISE 2**

1. To reach a knowledgeable respondent by telephone, you are permitted to make up to **two** call backs.
2. Collective dwellings such as hotels, boarding houses, and camps, are (included in/ excluded from) **included in** the surveys when **the owner occupies the dwelling.**

**Note: the question could also be answered:**

2. Collective dwellings such as hotels, boarding houses, and camps, are (included/ excluded) **excluded from** the survey when **the owner does not reside at the collective dwelling.**
3. A respondent installed a chandelier himself/herself that was a Christmas gift.
  - a) You would indicate that there (was/ was not) **was not** an expenditure.
  - b) You would indicate the amount as (an estimate of the chandelier's value/ blank) **blank.**

**APPENDIX C - ANSWER KEY**

---

- c) You (would/ would not) would make a note in Item 99.
4. A respondent had a ceiling replaced by a contractor after a plumbing leak. The cost to the respondent was \$200 and the balance was covered by the insurance company.
- a) You would indicate that there (was/ was not) was an expenditure.
- b) You indicate the amount contracted out as (\$200/ blank/ an estimate of the entire expense) \$200.
- c) You (would/ would not) would make a note in Item 99.

**EXERCISE 3**

- a) A new family room extends behind the existing dwelling. Part A, Question 18
- b) Broken faucets on kitchen sink were replaced with new ones. Part C, Question 26
- c) New aluminum insulating windows replaced old wooden ones. Part B, Question 24
- d) Service contract to maintain lawn, i.e., aeration, fertilization and pesticide treatment. Excluded
- e) Built-in bar fridge installed. Part C, Question 29
- f) Built-in bar fridge replaced. Part C, Question 29
- g) Old conventional fridge and stove replaced in kitchen by new conventional stove and fridge. Excluded (when not built-in)
- h) When replacing kitchen cabinets and countertop, installed oven in the wall and countertop stove that replaced conventional stove in kitchen.

**APPENDIX C - ANSWER KEY**

---

**Part C, Question 29 or Part B, Question 25 (depending on respondent's perception-- may consider it one major renovation and therefore, report it in Part B, or, cabinets and countertop separate from the oven and stove top and, therefore report them separately in Part C - but only in one part or the other).**

- i) Repairs to built-in dishwasher. **Part D, Question 45**
- j) Parts replaced on oil furnace. **Part D, Question 41**
- k) Gas furnace replaced oil furnace. **Part C, Question 27**
- l) Winterized attic to add another room. **Part B, Question 23 or Part A, Question 18**
- m) Added baseboard heaters to the family room in the basement. **Part C, Question 27**
- n) Service contract to clean furnace. **Part D, Question 41**
- o) Changed driveway from asphalt to interlocking bricks. **Part A, Question 20**
- p) Snow removal contract. **Excluded**
- q) Service contract to clean drains. **Part D, Question 42**
- r) Service contract to clean eavestroughs. **Excluded**

**APPENDIX C - ANSWER KEY**

---

**EXERCISE 4**

Using the information in the following scenario, complete a blank Housing Repair and Renovation Survey Questionnaire:

The Turners are homeowners. Today, you call Mary Turner, the LFS respondent who identifies her husband, Terry Turner (Page/line 11), as the most knowledgeable person about household costs. She tells you to call back at 7:00 this evening to reach him.

The Turners moved into the home in January 1992 from a smaller home, a condominium townhouse, that they owned down the street and where they had lived for 3 years. On their current dwelling they have had no expenditures whatsoever in 1991.

But, on their condominium, they incurred the following costs:

- . They had a deck built by a contractor in the summer of 1991 for \$5,000 but stained it themselves for the cost of the stain, \$300.
- . In the fall they installed a woodstove themselves at a cost of \$2,000.
- . In the bathroom in the spring they installed themselves a tub encloser (sliding doors) for \$410.45.
- . Just before putting their house on the market in October, they paid a contractor \$950 to paint the entrance way and main floor. However, the Turners supplied the paint which cost \$279.97.
- . Their housecleaning service amounted to \$2450 last year.



# 1992 Housing repair and renovation survey

Confidential (when completed)

Collected under the authority of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19.

PLACE LABEL HERE

Docket No. 2

Date 3 03 93

Assignment No. 4

Dwelling Type 5

Listing Address 6 \_\_\_\_\_

Language 7

Telephone Number 8   -   -

**9. COMPLETION STATUS**

LFS non-interview ..... 1

Interview ended in item 15 ..... 2

Did not own in 1992 ..... 2

Completed ..... 3

Partially completed ..... 4

Refused F08 ..... 5

Other non-response ..... 6   
(Specify in notes)

**10. The 1992 Housing Repair and Renovation Survey collects information from homeowners about their expenditures for repairs, maintenance and renovations.**

**11. Who would be the best person to talk to about your household's housing expenses?**  
*If the person is not available, set up an appointment.*

TERRY Turner 111  
First name Last name HRD page line no. (item 31, F03)

**12. RECORD OF CALLS AND APPOINTMENTS**

#	Date	Time	Comments	Call back for:
1	Today's Date	7:00		TERRY TURNER
2				
3				
4				

**13. How many months was this dwelling owned and occupied by a member of this household in 1992?**  
  Months

**14. In 1992, did anyone in this household occupy any other dwellings that they owned? Exclude vacation homes.**

Yes 1  No 2

How many other dwellings?

How many months in 1992 in ...	Was this ...		
	a single family dwelling?	an apartment?	another type of dwelling?
Dwelling 1: <input type="text"/> <input type="text"/>	1 <input type="radio"/>	2 <input type="radio"/>	3 <input checked="" type="radio"/>
Dwelling 2: <input type="text"/> <input type="text"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
Dwelling 3: <input type="text"/> <input type="text"/>	7 <input type="radio"/>	8 <input type="radio"/>	9 <input type="radio"/>

**15. INTERVIEWER CHECK ITEM:**

If "00" in item 13 and "No" in item 14 .....  Thank respondent and end. Mark circle 2 in item 9.

Otherwise .....  Go to 16

**NOTES**

Item No. 99  \_\_\_\_\_

99  \_\_\_\_\_

16. When answering the following questions, keep in mind that they apply to the months in the dwelling(s) you have just reported. Please report an expenditure only once.

**Part A.**  
 Were there any expenditures in 1992 for the ADDITION of ...  
 What was the total cost of WORK CONTRACTED OUT? (Exclude the cost of any materials that you purchased separately.)  
 What was the cost of MATERIALS that you purchased separately?

17. A garage or car port? ... Yes 1  → \$ \_\_\_\_\_ .00 Don't know 4   
 No 2  → 3 \_\_\_\_\_ 5 \_\_\_\_\_ 6

18. a) Other structural extensions such as rooms, decks or garden sheds? ... Yes 7  → \$ 15100.00 2   
 No 8  → Go to 19 3 5100 4   
 b) Did these structural extensions involve a: (mark all that apply)  
 Bedroom 5  Porch, deck or balcony 6  Sunroom 7   
 Bathroom 8  Greenhouse or garden shed 1  Some other area 2

19. An inground swimming pool? ... Yes 5  → \$ \_\_\_\_\_ .00 8   
 No 6  → 7 \_\_\_\_\_ 1 \_\_\_\_\_ 2

20. Fences, patios, driveways? ... Yes 3  → \$ \_\_\_\_\_ .00 6   
 No 4  → 5 \_\_\_\_\_ 7 \_\_\_\_\_ 8

21. Landscaping? ... Yes 1  → \$ \_\_\_\_\_ .00 4   
 No 2  → 3 \_\_\_\_\_ 5 \_\_\_\_\_ 6

**Part B.**  
 22. Were there any expenditures for RENOVATIONS or ALTERATIONS in 1992?  
 These include jobs such as remodelling rooms, adding or replacing doors and windows, renovating exterior walls, upgrading insulation and adding eavestroughing. Include any finishing in new homes, and the cost of any equipment and built-in appliances that were part of the renovation project.  
 Yes 1  No 2  → Go to 26 (Part C)

Were there any RENOVATIONS or ALTERATIONS that involved ...  
 What was the total cost of WORK CONTRACTED OUT? (Exclude the cost of any materials that you purchased separately.)  
 What was the cost of MATERIALS that you purchased separately?

23. a) A combination of interior and exterior work? ... Yes 1  → \$ \_\_\_\_\_ .00 4   
 No 2  → Go to 24 5 \_\_\_\_\_ 6   
 (Examples: a family room renovation that involved installing a fireplace and chimney; moving an exterior wall and installing wall to wall)  
 b) Did this work involve a: (mark all that apply)  
 Bathroom 7  Basement or attic 8   
 Kitchen 1  Some other area 2

24. Exterior work only? ... Yes 7  → \$ \_\_\_\_\_ .00 2   
 No 8  → 1 \_\_\_\_\_ 3 \_\_\_\_\_ 4   
 (Examples: remodelled porch and replaced front door; replaced living and dining room windows)

25. a) Interior work only? ... Yes 5  → \$ \_\_\_\_\_ .00 8   
 No 6  → Go to 26 (Part C) 1 \_\_\_\_\_ 2   
 (Examples: remodelled kitchen, insulated basement walls and partitioned off laundry room; added a powder room)  
 b) Did this work involve a: (mark all that apply)  
 Bathroom 3  Basement or attic 4   
 Kitchen 5  Some other area 6

**NOTES**

Item No. \_\_\_\_\_  
 99  \_\_\_\_\_  
 99  \_\_\_\_\_  
 99  \_\_\_\_\_  
 99  \_\_\_\_\_

**INTERVIEWER:** REPLACEMENT refers to the installation of equipment or fixtures that replaced an existing unit.  
 Example: replacing an electric water heater with a gas model.

NEW INSTALLATION refers to the installation of equipment or fixtures that did not previously exist on the property, or that were installed in addition to the equipment or fixtures on the property.  
 Example: installing a shower stall in what had been a half-bathroom.

**Part C.** Were there any expenditures in 1992 for the purchase or installation of ...

What was the total cost of WORK CONTRACTED OUT? (Exclude the cost of any materials that you purchased separately.)

What was the cost of MATERIALS that you purchased separately?

**26. Plumbing fixtures?**

Yes 1  No 2  → Go to 27

For a replacement? Yes 3  No 4  → \$ \_\_\_\_\_ .00

For a new installation? Yes 1  No 2  → \$ \_\_\_\_\_ .00

Don't know 6  8

**27. Heating or air conditioning equipment?**

Yes 7  No 8  → Go to 28

For a replacement? Yes 1  No 2  → \$ \_\_\_\_\_ .00

For a new installation? Yes 7  No 8  → \$ \_\_\_\_\_ .00

Don't know 4  6

**28. Electrical fixtures or equipment? (Include wiring.)**

Yes 5  No 6  → Go to 29

For a replacement? Yes 7  No 8  → \$ \_\_\_\_\_ .00

For a new installation? Yes 5  No 6  → \$ \_\_\_\_\_ .00

Don't know 2  4  8

*woodstove*

**29. Built-in appliances such as ovens, dishwashers?**

Yes 3  No 4  → Go to 30

For a replacement? Yes 5  No 6  → \$ \_\_\_\_\_ .00

For a new installation? Yes 3  No 4  → \$ \_\_\_\_\_ .00

Don't know 8  6  2  8

**30. Wall-to-wall carpeting?**

Yes 1  No 2  → Go to 31

For a replacement? Yes 3  No 4  → \$ \_\_\_\_\_ .00

For a new installation? Yes 1  No 2  → \$ \_\_\_\_\_ .00

Don't know 6  8  4  6

**31. Other fixtures or built-in equipment?**

Yes 7  No 8  → Go to 32

For a replacement? Yes 1  No 2  → \$ \_\_\_\_\_ .00

SPECIFY \_\_\_\_\_

For a new installation? Yes 7  No 8  → \$ \_\_\_\_\_ .00

SPECIFY TWO INCHES

*amount rounded*

**NOTES**

Item No.	
99 <input type="checkbox"/>	_____
99 <input type="checkbox"/>	_____
99 <input type="checkbox"/>	_____
99 <input type="checkbox"/>	_____





STATISTICS CANADA LIBRARY  
BIBLIOTHEQUE STATISTIQUE CANADA



1010181622

203/