

NAICS, SERVICES, AND THE BUDGET  
- CONFLICTING PRESSURES

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## Background

The Census Bureau has been expanding its services industries data program for the past 15 years to recognize the importance of this sector of the U.S. economy. "Services" in the context of this paper refers to all non-goods producing industries, i.e., wholesale, retail, communications, transportation, finance, insurance, real estate and the traditional "services" industries (as defined by the 1987 U.S. Standard Industrial Classification (SIC) system), such as personal services, business services, and health services.

Presently, the current services program at the Bureau of the Census encompasses a series of monthly and annual surveys. The monthly advance retail trade report, released nine working days after the end of each calendar month, provides an early indicator of retail sales in the U.S. and is one of the most closely watched economic indicator statistical series. Also collected and published on a monthly basis are wholesale trade data and a larger monthly retail sales series to which the advanced survey is benchmarked.

The annual program includes three surveys: Annual Survey of Communication Services (ACSC), Transportation Annual Survey (TAS), and Services Annual Survey (SAS).

The Annual Survey of Communications Services includes a sample of about 2000 reporting units representing a universe of about 33,000 communications establishments. The survey includes selected information on revenue and expenses for operators of telephone companies, cellular phone companies, broadcasters and cable and pay television operators. Seven 1987 SIC industries are covered by the survey.

Approximately 2400 reporting units are included on the Transportation Annual Survey. The sample represents all employer firms that are primarily engaged in providing commercial motor freight transportation or public warehousing services. It excludes private motor carriers that operate as auxiliary establishments to non transportation companies, as well as independent owner-operators with no paid employees. Sixteen 1987 SIC industries are covered by the survey.

The Services Annual Survey, covering business, personal, and health services, is the largest of the annual programs with about 30,000 reporting units, representing about 2,000,000 employer establishments. An additional 4,000,000 nonemployer establishments are accounted for in the data via administrative records.

As noted earlier the expansion program has been underway for about 15 years. In that time period, about 30 new "service" industries have been added to the Service Annual Survey. At the same time, we have been increasing the number of data items collected in SAS so that by 1996, we cover 150 "service" industries (as defined by Division I of the 1987 SIC) and collect anywhere from 2-6 data items for each industry.

In 1985, we added the Motor Freight Transportation and Warehousing Survey (now called the Transportation Annual Survey) and in 1990, the Annual Survey of

Communication Services. Original plans for data year 1996 included adding real estate to SAS, with insurance and finance scheduled to be added in 1997 or 1998.

In 1992, the Economic Census covered for the first time finance, insurance, real estate, communications, utilities, and additional transportation industries. These additional "service" industries represent about 25% of U.S. Gross Domestic Product (GDP) and expanded the coverage of the Economic Census to cover almost 98% of GDP. The 1997 Economic Census will mark the second census for which information will be available for these industries.

### **The New North American Industry Classification System (NAICS)**

The new North American Industry Classification System (NAICS), a system developed by the statistical agencies of Canada, Mexico, and the United States to replace each country's existing industry classification system, will be implemented in 1997. Information from the 1997 Economic Census will be published on a NAICS basis. Current surveys are scheduled to be converted to NAICS in either 1999 or 2000.

NAICS completely restructures the services sector of the U.S. SIC. Seven new sectors now replace the old Division I, Services, of the 1987 SIC. In addition, a new sector, Information, has been created that combines industries from manufacturing (publishing); transportation, communications, and public utilities (communications); and services (libraries, on-line information services, motion picture and sound recording, data processing, news syndicates, etc.). The attached table (Attachment A) compares the structure of NAICS and the 1987 SIC.

NAICS also redefines the boundaries of retail and wholesale trade. The 1987 SIC was based on a class of customer distinction, that is, those establishments primarily selling to other businesses were included in wholesale trade while those primarily selling to households were classified in retail trade. NAICS eliminates this distinction; rather the distinction is based on the method of selling, a production concept.

Retail trade now encompasses establishments that sell merchandise for end use and attract customers using methods such as advertising, point-of-sale location, and display of merchandise for ease of selection. NAICS also includes restaurants in a new sector called Accommodations, Food Services, and Drinking Places. In the 1987 SIC, restaurants were part of retail trade.

Wholesalers, on the other hand, are identified as those establishments primarily engaged in selling or arranging the purchase or sale of goods for resale, capital or durable nonconsumer goods, and raw and intermediate materials and supplies used in production. Wholesalers normally operate from a warehouse or office and are characterized by having little or no display of merchandise.

These changes require a complete re-engineering of the current services program of the Census Bureau. This re-engineering must be done within the framework of increased demand for services data (after all, services **are** 75% of U.S. GDP), a shrinking budget environment, and never-ending pressure to reduce respondent burden.

### **Increased Demand for Services Data**

Much of the impetus for the development of NAICS was the inadequacy of the existing classification systems for the Services sector within the three countries. While services sector industries represent about 75% of GDP, only about one-half of the 1004 1987 SIC industries are service industries. The remaining industries represent manufacturing, construction, and agriculture activities. Many new and emerging services industries in the 1987 SIC are included in Not Elsewhere Classified categories or are combined with other activities. For example, one of the largest 1987 SIC-based business service industries is 1987 SIC 7389, Business Services, Not Elsewhere Classified, that includes activities as diverse as wig styling, interior decorating and design, industrial design, and telemarketing. In other areas, software publishers are combined with software reproduction and the booming telecommunications industry classification is hopelessly outdated.

While the Services Annual Survey and the Annual Survey of Communications Services have been expanding to include more industries and receipts information, the information collected and published continues to be based on a system designed to describe the manufacturing-based economy of the 1930's, not the services economy of the 1990's and the year 2000. The development of NAICS is answering much of the criticism of the present classification system and the resulting statistics published on that basis. However, implementing the new system into the current programs for the Census Bureau is a real challenge.

In addition to the demands of NAICS imposes on the current service statistical programs, there are still major gaps in services statistics that need to be addressed. In 1995, the Bureau of Economic Analysis conducted a comprehensive review of the U.S. economic accounts. This review identified a number of continuing data gaps and improvements to existing surveys that are necessary to enhance the national accounts. Recommendations were made to close these gaps and provide additional service statistics, some of which were the following:

- Increase the sample size of the monthly survey of retail trade and improve the response rates. These changes are designed to improve the monthly estimates by lowering the revisions.
- Conduct an Annual Survey of Nonmerchant Wholesalers. These businesses are now covered only every five years in the economic census.
- Expand the annual retail trade survey to collect data on sales by merchandise line.

- Conduct a quarterly health care expenditure survey for which data are now only available on an annual basis in the Services Annual Survey
- Expand the coverage of the Service Annual Survey to include all service sector industries covered in the 1992 Economic Censuses and provide additional industry detail for all industries. This would include a new survey to cover the finance, insurance, and real estate industries.
- Expand SAS to collect data on sales by merchandise line and type of service.

Another continuing criticism of services data is the lack of product data for services industries. The BEA recommendations above reference increased collection of product data, and other data users have been vocal in their call for additional information. The Economic Classification Policy Committee (ECPC), that group within the United States that is responsible for the development of NAICS, addressed the issue early in its discussion.

The ECPC established a product code task force to develop proposals for product codes in services industries to be first included in the 1997 Economic Census and then incorporated into the current services program. Because of the tight time schedule for developing NAICS and the lack of resources available for the project, only a few service industries recommendations were completed. The industries included, however, are some of the more important industries such as software publishing, communications, and professional services where product offerings are growing and changing rapidly. A list of the proposals, some of which will be tested in the 1997 Economic Census, is shown in Attachment B.

### **Budget Constraints**

Lack of adequate funding to continue existing current programs is an ongoing source of concern. The Census Bureau has identified the implementation of NAICS and conducting the 1997 Economic Census as its top priorities. Implementation of NAICS refers to the Economic Census and ensuring that the Standard Statistical Establishment List (SSEL), the business register, is updated to reflect NAICS codes. These two activities are essential to implementation of NAICS in the current programs since they provide the benchmark and source data for current surveys.

A preliminary indication of Congressional funding for Fiscal Year 1997 is not encouraging. Funding has not been provided for NAICS and the Economic Census is seriously under funded. To ensure that both NAICS and the census continue, it is likely that funds will need to be redirected from current programs to the economic census and NAICS, thus seriously undermining our ability to continue much needed improvements to current services statistics. In fact, suspension of some current services programs for three years to ensure the successful completion of the economic census is a very real possibility.

## **Respondent Burden Reduction**

Reducing respondent burden is written into law in the United States. Continuing to expand service sector statistics while reducing respondent burden is not an easy task. Certainly the need to ensure proper NAICS coding for all establishments in the U.S. requires that we increase our mailings for the census. Relying on short, concise classification forms will help relieve the burden for small companies.

Electronic reporting for large and medium-sized companies offers a reduction in reporting burden. Both electronic questionnaires and Electronic Data Interchange are growing in use throughout the economic programs area. Unfortunately, many service industries are characterized by small establishments that are not prepared to file forms electronically. Budget constraints continue to plague plans for intensive work in the area of electronic reporting.

## **Opportunities for Re-engineering**

All of these conflicting pressures, implementation of NAICS; increased demands for services data, including product data; budget constraints; and pressure to reduce respondent burden, present a unique challenge as we begin to plan for the Services programs needed for the year 2000.

It seems highly unlikely that additional funding will be made available so we are faced with a situation requiring new and innovative ideas. Whether we will be successful and up to the task remains to be seen, but we have started the planning process, which is outlined below.

A current Services Task Force has been established to oversee all of the planning activities. While the group has just begun meeting, it has made some basic assumptions and established a few guidelines. These include the following:

- Funding, at best, will remain at 1997 levels with, perhaps, some small increases to account for inflation.
- We cannot continue the program as it exists today, if the level of funding remains static as assumed. The NAICS changes are too massive. Choices will have to be made as to which data can be kept and which will be dropped.
- Extensive consultation with all data users is required.
- New economic indicators series must be developed to replace the current monthly retail and wholesale trade reports. What those will look like is unknown as yet. What

is known is that the resources required to construct a new time series to replace the existing series will be enormous, further minimizing our ability to collect and publish other services data.

- The focus of the new program should be on new and emerging industries. A survey providing data on the new Information sector established in NAICS is a high priority item.

A complete review of the existing program is underway. This includes costing out each existing survey, listing the scope and content of the survey, and identifying the principal data users. Existing suggestions for change to each survey that have not been incorporated into the survey, including the BEA recommendations for providing improved data for the national accounts, are being identified. The impact of NAICS on each survey is also being noted. We are beginning to contact data users to better understand how the information is being used and to pinpoint which information is most useful and important.

This information collecting phase of the planning process is designed to provide the background needed to begin preparation of alternative courses of action for the program in 1999. A focused data user conference may be held to seek recommendations on the direction of the program.

Of most immediate concern are the two economic indicator series, the Advanced Monthly Retail Trade survey and the Monthly Wholesale Trade survey. As noted earlier, the redefinition of the retail and wholesale trade sectors in NAICS demands a dramatic revision to these two series. This presents a golden opportunity to update and upgrade the monthly estimates to provide more useful information. For example, restaurants, which represent about 10% of total retail sales, have been moved to a new sector that also includes accommodations. Do we continue to survey restaurants although they are no longer classified as retail? Do we add accommodations to our monthly survey so that we are now covering two complete sectors, Retail Trade and Accommodations, Food Services, and Drinking Places? Do we expand the retail trade survey to better approximate personal consumption expenditures that would provide invaluable information for compilation of GDP? How do we reconstruct a time series so that data can be seasonally adjusted? These and other questions will be examined and answered in our review.

The new Information Sector must be covered in the new current services program. Many of the industries included in this sector are now part of the Service Annual Survey. The Annual Survey of Communications Services provides information on telecommunications. However, newspaper, book, periodical, and data base publishing were formerly part of manufacturing and must be added to the services program. Software publishing is a new NAICS industry and must be included in the survey. Even those industries presently covered in either SAS or ASCS present a challenge for the current surveys because most have been redefined or reorganized under NAICS. Certainly, communications industries have been revised and updated to recognize new activities such as paging, cellular phones, and satellite communications. We understand that even as we implement the new

NAICS industries into our programs for communications that the industry is changing and our classifications already may be outdated. Detailed product information that can be changed more readily than industry classification codes may provide the answer to part of that particular problem.

Even before NAICS, it was recognized that the health industry data needed to be improved and more detailed. In NAICS, there are 40 industries for health and social assistance while in the 1987 SIC there are only 24. BEA recommends that health data be collected on a quarterly basis rather than annually, but is that really feasible in the budget climate within which we are operating? Outside funding of this program is a possibility but in no way assured as agencies that focus on health issues face the same budget constraints.

What about all of the other service industries that have been reorganized and restructured to better describe today's economy? Professional, Scientific, and Technical Services is a new sector and includes such important industries as offices of lawyers, architectural and engineering services, specialized design services and accounting services. How can we not cover these industries in the redesigned services program?

Management, Support, Waste Management, and Remediation Services is another new sector. Employment services are included here as are management services; administrative support services, such as telemarketing bureaus (a new NAICS industry) and business service centers; and remediation services. Many would argue it essential to include these in any services statistical program.

The Bureau's annual transportation survey is critical to highway planners. Both the Department of Transportation and the Bureau of Economic Analysis rely heavily on the data provided in the Transportation Annual Survey for economic analysis and planning.

No mention has been made of personal services and repair and maintenance industries. Surely, they warrant inclusion in any current program on service statistics as do the industries included in the new Arts, Entertainment and Recreation sector. Currently, all of the above mentioned industries are part of the annual services program, but it is highly unlikely that all can be included in the new program based on current funding.

These are just a few of the issues facing the steering committee. Once the background material is completed and all of the issues identified and addressed, we will begin to prioritize data users and data user needs. From that listing, a series of alternatives for different levels of funding will be prepared and presented to data users and final decisions will be made based on the level of funding received.

## **Conclusion**

An enormous amount of work lies ahead as we begin to re-engineer the current services



program. Certainly, we have yet to identify all of the issues that surround any decision to be made. It seems highly probable that difficult and unpopular choices will need to be made in implementing the program, but by beginning planning now, allowing for a number of different budget scenarios, seeking detailed and valued input from data users, and conducting a detailed and comprehensive study of the existing program, we hope to put in place the best possible current services program in 1999.

## Attachment A

**Sector Comparison****NAICS vs. SIC**

<b>NAICS Sectors</b>	<b>SIC Sectors</b>
Agriculture, Forestry, Fishing and Hunting	Agriculture, Forestry, and Fishing
Mining	Mining
Utilities	Transportation and Public Utilities
Construction	Construction
Manufacturing	Manufacturing
Wholesale Trade	Wholesale Trade
Retail Trade	Retail Trade
Transportation	
Information	
Finance and Insurance	Finance, Insurance, and Real Estate
Real Estate and Rental and Leasing	
Professional, Scientific and Technical Services	Services
Management, Support, Waste Management and Remediation Services	
Educational Services	
Health and Social Assistance	
Arts, Entertainment and Recreation	
Food Services, Drinking Places and Accommodations	
Other Services, Except Public Administration	
Public Administration	Public Administration

Attachment B

**RESEARCH AND DEVELOPMENT AND TESTING SERVICES**

COMMERCIAL RESEARCH AND DEVELOPMENT SERVICES

- Agricultural and Food Research Services
- Biological and Chemical Research Services
- Engineering Research Services
- Medical Research and Development Services
- Physical Research and Development Services
- Computer and Related Hardware Research and Development Services

NON-COMMERCIAL RESEARCH SERVICES

- Economic Research Services
  - Market Research Services
  - Market Forecasting Services
- Product and Marketing Surveys Services
- Educational Research Services
- Social Research Services

ARCHEOLOGICAL EXPEDITIONS SERVICES

TESTING SERVICES

- Composition and Purity Testing and Analysis Services
  - Food Testing Services
  - Gasoline Testing Services
  - Milk Analysis Services
  - Seed Testing Services
  - Forensic Laboratories Services
  - Pollution Testing Services
  - Radon Detection and Testing Services
- Testing and Analysis Services of Physical Properties
  - Radiation Detection or Dosimetry Services
  - Film Badge Services (Radiation Detection)
  - Hydrostatic Testing Services
  - Electrical Conductivity Testing Services
  - Strength Testing Services
- Testing and Analysis Services of Integrated Mechanical and Electrical Systems
  - Automobile Proving and Testing Services
  - Industrial Machinery, Testing Services
- Technical Inspection Services
  - Radiographing Services
  - X-Ray Inspection Services, Industrial Services
  - Calibration and Certification, Testing Services

## PROPOSED LEGAL SERVICES PRODUCTS

- \* Administrative Law
- \* Criminal Law
- \* Environmental Law
- \* Tax Law
- \* Banking and Commercial Law
- \* Corporate Law
- \* Family Law
- \* Negligence - Defendant
- \* Negligence - Plaintiff
- \* Real Estate Law
- \* Property Law
- \* Intellectual Property Law (Patents, Trademarks, and Copyrights)
- \* Testamentary Law (Estate Planning, Wills, Probate, and Trusts)
- \* Labor Law
- \* Other Legal Services

We originally hoped to be able to approve a list for legal products similar to the one below, but we found from several sources that collecting data on this basis would be impractical.

- \* Consultation Services
- \* Preparation of Documents
- \* Legal Research
- \* Preparation of Legal Opinion
- \* Representation in Court
- \* Due Diligence
- \* Negotiation
- \* Mediation
- \* Title Search
- \* Name and Patent Register Search
- \* Arbitration

## **PROPOSED COMPUTER-RELATED PRODUCTS**

### **DESIGN AND DEVELOPMENT OF PACKAGED SOFTWARE PRODUCTS**

- Entertainment Software Products
- Home Creativity and Personal Productivity Software Products
- Business Productivity Software Products
- Educational Software Products
  - Home-based Educational Software Products
  - School-based Educational Software Products
- Personal Finance and Tax Software Products
- Word Processing Software Products
- Spreadsheet Software Products
- Database Software Products
  - Flat-file Database Software Products
  - Relational Database Software Products
- Utilities Software Products
- Electronic Mail Software Products
- Graphics Software Products
  - Presentation Graphics Software Products
  - Other Graphics Software Products
- Professional Painting and Drawing Software Products
- Desktop Publishing Software Products
- Communication and Terminal Emulation Software Products
- Computer Language and Related Programming Software Products
- Reference Software Products
- Integrated Software Products
- Other Business and Professional Software Products
  - Accounting Software Products
  - CAD/CAM/CAE Software Products
  - Project Management Software Products
  - Statistical Software Products
  - Other Business and Professional Software Products

### **DESIGN AND DEVELOPMENT OF CUSTOM SOFTWARE PRODUCTS**

- Custom Computer Programming Services
- Modification of Packaged Software Products
- Database Development Services

### **COMPUTER SYSTEMS AND FACILITIES MANAGEMENT SERVICES**

#### **PROCESSING AND OUTPUT SERVICES**

- Data Processing and Tabulation Services
- Data Entry and Verification Services
- Data Output and Dissemination Services
- Disaster Recovery Services

#### **ONLINE INFORMATION RETRIEVAL SERVICES**

#### **SYSTEMS INTEGRATION SERVICES**

#### **COMPUTER EQUIPMENT SERVICES**

- Computer Rental and Leasing Services
- Computer Hardware Maintenance and Repair Services

## PROPOSED BROADCASTING AND TELECOMMUNICATIONS SERVICES PRODUCTS

### RADIO AND TELEVISION BROADCASTING

- Radio Broadcasting
  - Advertising
  - Network Compensation
  - Radio Production Services
- Television Broadcasting
  - Advertising
  - Network Compensation
  - Television Production Services
- Cable and Other Pay Television
  - Subscriber Services
    - Basic Subscription Services
    - Premium Subscription Services
    - Pay-per-view Services
  - Programming/Network Affiliation Services
  - Advertising
  - Interactive Television
  - Direct Broadcast Satellite Services

### TELECOMMUNICATIONS

- Wired Telecommunications
  - Public Local Telephone Services
  - Public Long-distance Telephone Services
  - Operator Assistance
  - Pay Telephone Services
  - Telecommunications Device for the Deaf (TDD)
  - Telegraph and Telex Services
  - Private Network Services
  - Value-added (Enhanced) Services
  - Video and Teleconferencing Services
  - Money Wiring
- Wireless Telecommunications, except Satellite
  - Cellular/Mobile Telephone Services
  - Paging Services
  - Dispatching Services
  - Other Wireless Telecommunication Services
    - Maritime and Aerospace Services
    - Air-to-ground Services
    - Ship-to-shore Services
- Satellite Telecommunications
  - Satellite Control Services
  - Telemetry and Tracking Services
  - Global Positioning Data Messaging
  - Earth Observation
  - Satellite-based Communications
  - Leasing of Satellite Time
  - Reselling Satellite Time
  - Teleports (uplinks and downlinks)
- Telecommunications Installation and Repair
  - Installation Services
  - Repair Services
- Other Telecommunications Services
  - Telecommunications Security
  - Telecommunications Consulting Services

## **PROPOSED ACCOUNTING, AUDITING AND BOOKKEEPING PRODUCTS**

### **ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES**

- Services relating to financial record keeping including accounting, auditing, bookkeeping, and tax preparation. These services may require the expertise or direct supervision of an accountant or CPA.

Financial Auditing Services

Accounting Review and Compilation Services

Business Tax Planning and Consulting Services

Business Tax Preparation Review Services

Bookkeeping Services, Other Than Tax Return and Tax Planning

Billing Services

Payroll Accounting Services

## **PROPOSED MANAGEMENT AND CONSULTING PRODUCTS**

### **MANAGEMENT SERVICES**

- Services associated with the management and operation of a business including providing personnel to manage operations.

Arbitration and Conciliation Services

Coordination and operation of more than one activity needed to maintain a facility (not including leasing space). (Sometimes referred to as facilities management)

Motel Management Services

Administrative Management Services

Business Management Services

Hospital Management Services

Financial Management Services

Oversight and Coordination of Projects (including construction, engineering, and architectural)

### **MANAGEMENT CONSULTING SERVICES**

- Services related to providing advice and guidance on how to carry out various tasks including analyzing and developing solutions to operating, technical and management problems.

Environmental Consulting Services

Urban and Regional Planning Services

General Management Consulting Services

Financial Management Consulting Services (business, except business tax)

Marketing Management Consulting Services

Human Resource Management Consulting Services

Production Management Consulting Services

Tax Consulting Services

Computer Consulting Services (information systems; networking, Internet, etc..)

Consulting Services related to the selection and/or installation of computer hardware

Consulting Services related to the selection and/or installation of computer software

Computer Systems and Technical Consulting Services



## **PROPOSED ARCHITECTURAL, ENGINEERING AND SURVEYING SERVICES PRODUCTS**

### **ARCHITECTURAL SERVICES**

- Architectural Services might include design, consultation, and technical assistance. These Services often require the expertise or direct supervision of an architect.

Architectural Advisory and Technical Assistance Services

Architectural Pre-design Services

Architectural Design Services

Architectural Design for Residential Projects

Architectural Design for Commercial Projects

Architectural Design for Industrial Projects

Architectural Design for Marine Projects

Architectural Design for Public and Institutional Projects

Architectural Design for Landscape Projects

### **ENGINEERING SERVICES**

- Engineering Services might include design, consultation, and technical assistance. These services often require the expertise or direct supervision of an engineer.

Engineering Advisory and Technical Assistance Services

Engineering Design Services

Engineering Design for Construction of Foundation and Building Structures

Engineering Design for Mechanical and Electrical Installations for Buildings

Engineering Design for Construction of Civil Engineering Works

Engineering Design for Industrial Processes and Production

Engineering Design for Products

Engineering Design for Marine Projects

Other Engineering Services during the construction and installation phase.

### **SURVEYING SERVICES**

- Such services may include land, water and aerial surveying services.

Subsurface Surveying

Photogrammetric Engineering Services

Surface Surveying

## **OTHER SERVICES**

### **INVESTIGATIVE SERVICES**

- Finger Print Services
- Lie Detector Services
- Polygraph Services
- Private Investigative Services (Private Detective Services)

### **MONITORING SERVICES**

- Household Alarm Services
  - Installation Services of Remote Monitoring Systems
  - Installation Services of Other Alarm Systems
  - Remote Monitoring Services
- Business Alarm Systems
  - Installation Services of Internal Monitoring Systems
  - Installation Services of Remote Monitoring Systems
  - Installation Services of Metal Detecting Alarm Systems
  - Installation Services of Other Alarm Systems
  - Remote Monitoring Services

### **GUARD SERVICES**

- Security Guard Services (Human)
  - Security Guard Training Services
  - Personal Body Guards Services
  - Building Security Guard Services
  - Other Security Guard Services
- Security Guard Services (Non-human)
  - Security Guard Training Services
  - Drug Sniffing Canine Services (Private)
  - Canine Guard Services
  - Other Security Guard Services

### **ARMOR CAR SERVICES**

### **LOCKS AND OTHER DOOR OR SAFE SECURITY SYSTEMS**

- Installation and Maintenance of Electronic Door Systems Services
- Installation of Safe or Safety Deposit Boxes
- Locksmith Services

### **AUTOMOBILE ALARM SERVICES**

- Installation Services of Automobile Alarm Systems
- Auto Tracking System Services
- Miscellaneous Security Services
- \*\*\*\* Fire Extinguishers Services
- \*\*\*\* Firefighting Services (Private)

EXTERMINATING AND PEST CONTROL SERVICES

Exterminating and Pest Control Services

WINDOW CLEANING AND JANITORIAL SERVICES

Window Cleaning Services  
Janitorial Services (business)  
General Building Cleaning Services (residential)

MISCELLANEOUS CLEANING SERVICES

Chimney Cleaning Services  
Furnace Cleaning Services  
Air Conditioning Services  
Furnace Cleaning Services

CARPET/RUG/UPHOLSTERY CLEANING SERVICES

In Plant Cleaning Services  
At the Location Cleaning Services  
Contractor Equipment Rental Fees

LANDSCAPING CARE AND MAINTENANCE SERVICES

Lawn and Garden Services (including fertilizing, seeding, weed control, etc.)  
Ornamental Shrub and Tree Services  
Landscaping Design Services

EMPLOYMENT SERVICES

Employment Placement services  
Temporary Employment Services  
Employee Leasing Services

ADMINISTRATIVE SUPPORT SERVICES

Document Preparation Services  
Collection Services  
Telephone Answering Services  
Credit Check/Clearing Services  
FAX Services  
Duplication Services (Xerox)  
Packaging and Labeling Services  
Other Business Center Services

CONVENTION ORGANIZING SERVICES

TRAVEL ARRANGEMENT SERVICES

Ticketing Services  
Organization of Package Tours Services  
Tourist Information Services