



UNITED STATES CHAMBER OF COMMERCE

ACCREDITATION

2025 Accreditation Application for Local Chambers

Section 8: Facilities

8. Facilities

Standard

An Accredited chamber conforms to all federal, state, and local building fire, health, and safety regulations. A crisis plan that includes measures to deal with a number of disruptions to chamber operations has been developed.

Minimum Qualifications

- Projects appropriate business image and is accessible to customers
- Supports the chamber's communications and technological capabilities
- Has adequate safety features
- Inspects workplace annually by a safety professional
- Meets accepted OSHA regulations
- Properly maintains chamber office equipment
- Has a crisis plan in place
- Trains and educates the employees about the crisis plan

Attachment Checklist

- A 8.1 Crisis plan

Section 8: Facilities Minimum Requirements

A. Facility Exterior

1. Is the chamber facility leased or owned?
 Leased
 Owned
2. Please indicate if the facility:
 - a. Projects the image appropriate for the business community Yes No
 - b. Has adequate signage and outside lighting Yes No
 - c. Accommodates the disabled, complies with the Americans with Disabilities Act (ADA) Yes No
 - d. Has sufficient parking Yes No
 - e. Is centrally located within the business community Yes No
3. Does the chamber have branch offices? Yes No

B. Facility Interior

1. Please indicate if the facility also includes:
 - a. An efficient reception area Yes No
 - b. Adequate HVAC (heating, vent, and air conditioning) system Yes No
 - c. Ability to support chamber's communication and technological capabilities Yes No
 - d. Adequate furnishings Yes No
 - e. Adequate board room and meeting space Yes No
 - f. Private meeting spaces Yes No
 - g. Adequate number of restrooms Yes No
2. Does the chamber provide meeting facilities (either formal or informal) for other organizations? Yes No

C. Office Safety

1. Which of the following safety features does the chamber have and maintain? (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Fire and smoke alarm system | <input type="checkbox"/> Emergency exit lighting |
| <input type="checkbox"/> Security alarm system | <input type="checkbox"/> Outside lighting |
| <input type="checkbox"/> On-site security | <input type="checkbox"/> Backup power system |

a. If the chamber does not have any of these safety features, please explain why?

- | | |
|---|--|
| 2. Is an annual walk-through of the facility performed by a safety engineer, inspector, or fire department? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Does the chamber's office meet OSHA safety standards? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Is there an OSHA poster displayed in the chamber's headquarters? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Is the chamber's office equipment properly maintained? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

D. Crisis Plan

1. Does the chamber have a crisis plan? Yes No

A 8.1 Attach a copy of the crisis planⁱ.

Attachment : _____

2. Have all employees received training on this plan? Yes No

Section 8: Facilities Additional Criteria

A. Office Safety

1. Is there insurance coverage for the chamber's property and business equipment? Yes No
2. Is there a provision in the chamber's long-term plan to finance the replacement of furniture and equipment? Yes No

B. Crisis Plan

1. Is the chamber educated about the local/county/state emergency procedures? Yes No
2. Are staff members trained in the following? (Check all that apply)
 - CPR
 - First Aid
 - Defibrillator usage
3. Please indicate if the staff readily knows the following procedures:
 - a. Who is in charge of what task during an emergency Yes No
 - b. The method of communication used to alert employees in an emergency Yes No
 - c. How to contact one another after an emergency evacuation Yes No
4. Does the chamber crisis plan include communications guidelines? Yes No
5. Is there someone on staff designated to address the media in a crisis situation? Yes No
6. Does the crisis plan discuss provisions for reopening the chamber in the event of catastrophic loss? Yes No
7. Does the crisis plan discuss the chamber's role in supporting and leading the community through a crisis? Yes No
8. Is the location of backup copies of pertinent records and documents noted in the crisis plan?
 - a. Where are back-up copies of pertinent records stored? (Check all that apply)
 - Online server
 - Bank safety deposit box
 - CPA office
 - CEO home
 - Attorney office
 - Off-site record storage facility
 - Other
9. Is a copy of the chamber's previous Accreditation application kept off-site? (if applicable) Yes No

Supplementary Information

Applicants can use this page to enter or attach supplementary information not required by the application.

Please note that the U.S. Chamber of Commerce will review the material, but does not score supplementary information either as a part of the application process or as a basis for designating the chamber as Accredited, Accredited with 3 Stars, Accredited with 4 Stars, or Accredited with 5 Stars.

Supplementary information may be awarded up to five discretionary points as deemed by the Accreditation consultant for exceptional policies or best practices.

Comments can be entered in the space below.

Additional documents can be attached here : _____

ⁱ **Crisis plan:** The Accrediting Board requires the applicant to create a thorough crisis plan that goes beyond a standard disaster plan. A crisis plan coordinates all resources of the Chamber in a systematic and appropriate response and includes measures to deal with a number of disasters. For sample crisis plans, refer to the best practices Web page at http://www.uschamber.com/chambers/accreditation/best_practices.htm

[Return to Page 12](#)