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**Section 1 – Introduction**

The Ball Aerospace Facilities Standards & Guidelines have been developed to ensure a unified and consistent approach to the thematic and technical design for Ball Aerospace facilities and are to be used and implemented by all Ball Aerospace consultants (both prime and lower-tier consultants) for the design of projects at Ball Aerospace.

Ball Aerospace may periodically revise the Facilities Standards & Guidelines, as required, to address the general, design, and technical standards for all areas of design for Ball Aerospace.

The Facility Standards & Guidelines have been prepared by competent, professionally licensed architectural and engineering professionals and shall not be quoted, copied, or referenced in any bidding or construction contract documents.

The Facilities Standards & Guidelines are to be used as a whole, as each section is complimentary to other sections. To understand and ensure overall thematic and design standards and guidelines for Ball Aerospace, the sections must be utilized along with the necessary standard specification sections.

Consultants shall not reproduce, duplicate in any manner, transmit to any third party, or use the Facilities Standards & Guidelines in conjunction with other projects without the express written consent of Ball Aerospace.

**Section 2 – Administration**

**2.1. References**

- 2.1.1. The Ball Aerospace Facilities Standards and Guidelines are referred to herein as the “FSGs.”
- 2.1.2. Ball Aerospace & Technologies Corp. is referred to herein as “Ball Aerospace” or “BATC.”

**2.2. Purpose**

- 2.2.1. The objective of the Facilities Standards and Guidelines is to achieve coherence, continuity, and compatibility for all Ball Aerospace facilities and buildings. The design standards set forth in the FSGs are intended to assist consultants in providing a design that supports Ball Aerospace’s operational, maintenance, and life-cycle needs.

**2.3. Scope**



- 2.3.1. The FSGs apply to the design and construction of any Ball Aerospace owned or leased building, structure, infrastructure, or improvement, unless specifically noted otherwise. Where formats are provided or referenced, those formats shall be used by the consultant.
- 2.3.2. The FSGs are not all inclusive and there are areas of the FSGs that do not address design requirements. In these instances, the consultant shall use professional design judgment and expertise in preparing a proposed system design for those areas within the consultant's scope of work (SOW).

#### 2.4. Procedures

- 2.4.1. The procedural guidelines contained in the FSGs are intended to supplement existing consultant procedures and to establish a uniform basis for Ball Aerospace program control. Where the FSGs do not address a procedural matter, the consultant shall request specific direction from the Ball Aerospace Project Manager. If no guideline is available, the consultant shall propose its existing corporate guidelines.

### Section 3 – Classification

#### 3.1. Where designated as a ***Standard***, the following shall apply:

- 3.1.1. High in authority and establishes obligatory requirements that are *mandatory* for any Ball Aerospace project to which the standard applies.

#### 3.2. Where designated as a ***Guideline***, the following shall apply:

- 3.2.1. Low in authority and establishes a set of best practices and preferences that are encouraged when feasible. It is expected the user should exercise judgement to determine when the guideline should be applied.

### Section 4 – Compliance

#### 4.1. Language

- 4.1.1. **Shall** - Use the word “shall” denote a mandatory requirement. “Shall” is to be used when no deviation is allowed from the written requirement. “Shall” may be used in a guideline if a certain requirement must be followed in order to meet the requirements of that guideline.
- 4.1.2. **Should** - Use the word “should” to denote a recommendation. It should not be used in a document that is considered a standard. This word shall be used when deviations from a written recommendation are permissible.
- 4.1.3. **May** - Use the word “may” to denote something that is allowed or considered permissive. It should not be used in a document that is considered a standard.

#### 4.2. Codes and Regulations

- 4.2.1. The FSGs are not to be used in lieu of codes or regulations that may be applicable to design or construction work. The user of the FSGs shall be solely responsible for the design product compliance with all codes and regulations. In some cases, the FSGs contain requirements that are more stringent than codes or regulations. The user shall comply with



the more stringent requirement unless the requirement conflicts with any code requirements.

#### **4.3. Variance and Interpretation**

- 4.3.1. It is recognized that these FSGs may not always contain the newest developments and applications in materials and technology. When the FSGs present an undue hardship on a design, the consultant should present to Ball Aerospace any proven new developments in material systems and alternate methods technology which the consultant thinks are worthy and beneficial for consideration.