



Palm Beach Office Guide

Our Palm Beach, Florida engineering and operations office

DOCUMENT ID	FAC-001
VERSION	1.0
OWNER	Facilities
CLASSIFICATION	Internal Use / Unclassified
EFFECTIVE	October 2026

Contents

01	Purpose of this office
02	Getting here
03	Floor layout
04	Working in the office
05	Security and access
06	Amenities and employee life
07	Storms, outages and emergencies
08	Contacts

1. Purpose of this office

The Palm Beach office is a primary engineering and company operations location. It houses design engineering, software and data teams, the executive and operations offices, and the integration lab where hardware and FalconOS software are brought together before field and range work.

Function	What happens here
Engineering	Mechanical, avionics, software and systems design with an adjoining integration lab
FalconOS development	Software, data and product design teams working in open collaboration areas
Company operations	Executive office, finance, HR, payroll and the office management team
Recruiting	Interviews, onboarding sessions and new-hire orientation
Test site liaison	Planning and scheduling for work at Falcon Test Site 1

Street addresses, gate codes and parking details are not published in this document. They are sent with your interview confirmation or onboarding email and are available from the Facility Security Office.

2. Getting here

Palm Beach County is served by Palm Beach International Airport (PBI), and the main north-south highways connect the office to the rest of South Florida. Visitors should allow extra time during peak commuting hours and during the summer storm season.

- Candidates and visitors receive building directions, parking instructions and a check-in name by email before arrival.
- Arrive ten minutes early. Photo ID is required at the front desk.
- Rideshare drop-off is available at the main entrance. Staff and visitors with a reserved space are directed to the visitor lot.
- If you are delayed, call the number in your confirmation email and the front desk will notify your host.

3. Floor layout

Area	Description
Reception and visitor lobby	Check-in, badge issue and escort handoff. Unescorted access past the lobby requires a badge.

Area	Description
Open engineering floor	Desk clusters organized by program team with standing desks and whiteboard walls
Integration lab	Benches, power supplies, test equipment and a controlled parts cage for hardware under assembly
Secure conference room	Acoustically treated room with no personal devices permitted during controlled discussions
Executive suite	Private offices and a boardroom with video conferencing
Collaboration rooms	Eight bookable rooms of different sizes plus quiet focus rooms
Kitchen and lounge	Coffee, refrigerators, a shared eating area and an outdoor patio
Server and network room	Restricted access, monitored by Information Security

Rooms and desks are not assigned by seniority. Each team has a home area and everyone is expected to keep shared spaces clean and available.

4. Working in the office

- Core collaboration hours are published by each team. The office is typically open early morning to evening, and badge access is available outside those hours with manager approval.
- Employees must wear their badge visibly in the building and challenge unbadged individuals politely by contacting the front desk.
- Controlled technical data is handled only in approved spaces and on approved systems. See the Information Security and Export Control guides.
- Personal phones and cameras are not allowed in the integration lab, the secure conference room or any area marked as restricted.
- Report spills, damage, safety hazards and near misses to Facilities at once.

5. Security and access

The office has badge-controlled doors, intrusion detection and camera coverage at entrances and sensitive areas. Visitors are logged, badged and escorted at all times. Deliveries are received at the front desk or loading area and screened before entering the work floor.

Zone	Who can enter
Lobby	Anyone checked in at the front desk
Open floor and collaboration rooms	Badged employees and escorted visitors

Zone	Who can enter
Integration lab	Employees with lab training and an approved access group
Secure conference room	Booked meetings with cleared or authorized attendees
Server room	Information Technology and Security staff only

6. Amenities and employee life

- Free coffee, tea and filtered water
- Bike racks and an on-site shower
- Lactation and wellness room
- Quarterly team events and an annual all-hands
- Walkable lunch options and a rotating food truck day
- Charging stations for electric vehicles where available

7. Storms, outages and emergencies

Florida weather can change quickly. The office follows the Emergency Action and Hurricane Preparedness Plan. During a watch or warning, check your email and the FalconOS alerts view for instructions on closing, remote work and safe return. Emergency assembly points and exits are posted on every floor.

8. Contacts

Need	Contact
Visitor or interview questions	Front desk, Palm Beach office
Facilities and maintenance	Facilities work-order request in FalconOS
IT support	IT help desk
Badge and access	Facility Security Office
Emergency	Dial 911 first, then notify Security