



1. Preamble

This technical specification was developed in response to the needs of the agents involved in Tourism in Rural Spaces as defined in the following point.

The specifications listed in this document, while some elements characterized this type of offering to tourists, refer to their own infrastructures, equipment and consumables, and the characteristics of services provided to the guests.

This document presents the principal body, wherein the specifications of service will be defined, complimenting the attachments which list the objectives, measurements, type of control and associated frequency of services.

2. Objective and Field of Application

The current reference includes the specifications for certification of service enterprises that make services available to Tourism in Rural Spaces of the informal sort:

- Country Houses (Turismo de Habitação)
- Rural Tourism (Turismo rural)
- Agricultural Tourism (Agro-Turismo)
- Country houses (Casas de campo)

The scope of this specification does not include the following sorts:

- Rural Hotels
- Village Tourism
- Rural Camping Parks

3. References

NP EN ISO 9001:2000 - Quality Business System - Qualifications

NP EN ISO 9000:2000 - Quality Business System - Fundamentals and Vocabulary

Applicable Legislation

4. Definitions

4.1

Enterprises of Tourism in Rural Spaces (from now on referred to as TER houses). Establishments that have been allocated to provide to tourists services, temporary hospitality and activities, directed and provided for in rural zones, having at their disposal adequately functioning installations, structures, equipment and complementary services, having in mind the presentation of a complete and diversified tourist product in a rural space.

4.2

Country Houses

Hospitality service of an informal nature offered to tourists in venerable homes that,

because of their architectural, historical or artistic value, will be representative of a determined time period, namely manor houses and palaces.

4.3

Rural Tourism

Hospitality service of an informal nature offered to tourists in private rustic homes that,

because of their design, construction materials, and other characteristics, integrate well with the architecture in that region.

4.4

Agro-Tourism

Hospitality services of an informal nature offered in private homes, which are integrated with agricultural explorations that permit the guests to accompany and experience agricultural activities, or participate in the work developed there, in accordance with the rules established by those responsible.

4.5

Country Houses

Private homes situated in rural zones that offer a service of hospitality, whether or not it is used by the proprietors of the home itself, owners or legitimate title holder.

4.6

Auditing

A systematic process, independent and documented in order to obtain evidence of auditing, and a corresponding and objective evaluation with the view of determining to what measure the criteria of the auditing is satisfied.

4.7

Service

A set of objective and subjective characteristics perceived by the client in the utilization of a service of Tourism in Rural Space and translated as one of the specifications.

4.8

Guest

A person who is supplied with a determined service, which is offered by Tourism in Rural Spaces.

5. Requirements of Service

The service rendered in the context of Tourism in Rural Space as understood or complimenting one of the specifications associated with the characteristics of this type

of tourism, can be grouped in the following form:

- Requirements of Reception
- Requirements of Infra-structure and Equipment
- Requirements of Cleanliness and Maintenance
- Requirements of Internal and External Environment

6. Specifications of Reception

6.1 Scope

6.1.1 The specifications pertaining to this group are defined as intrinsic characteristics of service rendered concerning the reception of guests.

6.1.2 The defined specifications are applicable to:

- Reservations
- Reception
- Refreshments
- Information
- Entertainment
- Hours of Service
- Lecture halls
- Departures

6.2 Reservations

The TER houses must promote the practice of reservations (walk in; reservations; cancellations; extended stays; anticipated departures/unexpected; no show) as follows:

6.2.1 The TER houses must register all reservations.

6.2.2 Since the TER houses are associated with central reservations, they must guarantee the compatibility between the direct reservations and the reservations put into effect by Central Reservations.

6.2.3 It must be guaranteed that all filled reservations be carried into effect in the agreed upon lodging capacities of TER houses.

6.2.4 The public prices used by TER houses and by associated Central Reservations must conform to each other.

6.2.5 Each promotion that a TER house offers must be perfectly defined and advertised by established marketing means by the proprietor of the house together with Central Reservation associates

6.2.6 Any cases of alterations of items of character of the interior or exterior that determine the regular functioning of the TER house and/or affect its appeal, or

that might alter any of its characteristics must be communicated in the response to the requested reservation.

- 6.2.7 The information conveyed in websites, brochures, guides, price lists, and other documents of that nature, must perfectly coincide with the characteristics and services made available by the TER house, including possible future promotions and/or prices of complimentary services.
- 6.2.8 All activities associated with the reservation process must always be confirmed.
- 6.2.9 In the case of domesticated house pets, the host must be informed at the time of the confirmation of the reservation.

6.3 Arrival

- 6.3.1 The TER houses must be equipped with an identification plaque in a visible location of the respective unit.
- 6.3.2 Access must be adequately signed and in good condition is the responsibility of the TER house. When, for administrative reasons, it is not possible to place signaling plaques, the proprietor must, when taking reservations, or whenever requested, make available a sketch, or other material, with all the information necessary (directions) sufficient that guests encounter no difficulties.
- 6.3.3 When receiving guests, the proprietors of the TER house must be present, making available, when requested by the guests, means of transport of their baggage.
- 6.3.4 There must be available in the designated room or suite, brand name drinks, preferably accompanied by local delicacies.
- 6.3.5 There must be information available about the house, area involved and potential complimentary services that may be requested
- 6.3.6 The duties of the hosts, respecting their functions and hours of availability, hours of breakfast service, etc., must be clearly defined, and they must be visible.
- 6.3.7 Every admittance of guests must be individually registered after filling out the individual client form and their official registration. These registers must be saved for a period no less than 3 years.
- 6.3.8 During the act of reception, guests must be informed about extra complimentary services that the TER house makes available and their respective prices.

- 6.3.9 Information about the codes and rules of conduct to be honored during their stay in the indicated unit must be made available to the guests.
- 6.3.10 If a defined and established description of hours of service does not exist, directly or through Central Reservations, at the time of the reception of the guests, the proprietors of the house must receive the guests at the moment of their arrival.
- 6.3.11 In the act of reception, the guests must be informed of the existence of a book for registering complaints as well as its location.

6.4 Refreshments

- 6.4.1 Preferably, the foods will be prepared in the TER house, and of local/regional origin.
- 6.4.2 The TER houses must make available, during hours previously established, a breakfast constituted of at least the following elements:
- Coffee
 - Tea and infusions
 - Milk
 - Natural juices
 - Three kinds of bread
 - Cheese
 - A cured meat product
 - Butter
- 6.4.3 A dignified manner of comportment must be maintained during enactment of the function of conservation, manipulation and preparation of foods.
- 6.4.4 There must be no use of industrial packaging during the presentation.
- 6.4.5 If there are not in existence, in a radius of 5 km of the TER houses, restaurant establishments, it must be the responsibility of the Host to provide lunch and dinner if requested previously.
- 6.4.6 During refreshments, the proprietors of the TER house must be available to the guests.
- 6.4.7 Any refreshments provided in the service area of TER lodging, being a refreshment of the house, must be presented with a complete table service, in a style adequate for its house and in good condition of conservation.
- 6.4.8 The refreshment room must be pleasing, in a style compatible with the house and large enough to seat simultaneously the maximum number of guests.

- 6.4.9 The tablecloth and napkins must be of cotton, linen, or similar material, one being used to protect the table, if it doesn't conflict with the style of service.
- 6.4.10 If the guests are permitted to use the house kitchen to prepare their foods, or if the rooms are equipped with a kitchenette, there must be available the following utensils:
- Oven
 - Refrigerator
 - Cabinets to place all the food preparation utensils
 - Oven fan
 - Dish cabinets
 - Hot and cold water

6.5 Information

- 6.5.1 The TER houses must provide informative documents in two languages regarding the local/region (including anything within a radius of 25 km) that can be furnished to the guests, including the following items:
- Description of the TER house
 - Description of the TER house location, transportation available and directions
 - Safety, health and environment
 - Activities
 - Helpful services
 - Extraordinary services that may be requested by the guests
- 6.5.2 Information must be presented to guests about dangerous eventualities that may exist in the service area, especially those who are accompanied by children.
- 6.5.3 If lunches and dinners can be given in the TER house, the guests must be informed about it as soon as possible.

6.6 Activities

- 6.6.1 Activities, while not being implied as included in the services of the TER houses, must be publicized within the view of the guests, the prices being correctly identified.
- 6.6.2 Any activities developed in the context of services available to the TER houses, must comply with enforcement of applicable legislation.
- 6.6.3 The TER houses must make available a list of activities and businesses, leisure, recreation and sports of local origin.

6.7 Service Hours

- 6.7.1 The proprietors must always be on call, or their representatives must be available.
- 6.7.2 There must be at least one person who knows the language of the foreigner, preferably English.
- 6.7.3 The use of the telephone and fax and preferably a connection to the Internet must always be available to the guests.

6.8 Hosts: Proprietors and Employers

From the reception on, proprietors and co-workers must assume the attitude of the host.

- 6.8.1 The co-workers must present themselves with adequate and functional clothing, and observe the principles of personal hygiene.
- 6.8.2 All the actions of the proprietors and co-workers must be correctly cordial, well mannered and empathic.
- 6.8.3 The proprietors and co-workers must have knowledge at the least of one foreign language.

6.9 Departure

- 6.9.1 When the guests depart, the host of the TER houses must be present, being responsible, at the guests request, for the transport their baggage.
- 6.9.2 If belongings are left behind, guests must be assured of their safekeeping and eventual return via conditions to which the guest has agreed upon.
- 6.9.3 During the act of departure the guests must be presented with their respective invoice, being that all the items relating to services completed, must be correctly listed.
- 6.9.4 At the end of the stay, the host must ask the client about the satisfaction of the service presented. This evaluation must include an inquiry about :
 - Meetings with the host
 - Evaluation questionnaires

7. Infrastructure and Equipment Requirements

7.1 Scope

7.1.1 The requirements of the following rules define the characteristics of the TER houses regarding infrastructure and equipment.

7.1.2 The requirements defined are applicable to:

- Lodging
- Infrastructure
- Sanitary installations
- Equipment

7.2 Lodging

7.2.1 Each TER house may have not more than 10 lodging units and not less than three.

7.2.2 The dimensions of the bedrooms of Country Houses units and Agro-Tourism must be at least:

7.2.1.1 Double rooms - 12m²

7.2.2.2 Single rooms - 10m²

7.2.3 The dimensions of the bedrooms of TER houses must be at least:

7.2.3.1 Double room – 9m²

7.2.3.2 Single rooms – 7m²

7.2.4 Each bedroom that includes a private sitting room must be at least 12m².

7.2.5 Each individual unit of lodging must be made up with a group of furnishings which must include:

- Double bed or two single beds in double rooms
- Single bed in single rooms
- Clothes closet
- Bed tables in proportionate number to the number of guests
- Hospitality table with a number of chairs proportionate to the number of guests
- Curtains of the same style of the house
- Lights
- Set of water cups

7.2.6 - The dimensions of the beds to be at least as follows:

7.2.6.1 - Double beds – 1,35 X 1,80m

7.2.6.2 - Single beds – 0,90 X 1,80m

7.2.7 The mattresses must have a uniform hardness

7.2.8 All the individual lodging units must have a bathroom

7.2.9 All the individual lodging units must have a heating system which can be regulated and which is adequate for the space.

7.2.10 The preparation of the beds must include the following bedding:

- Set of cotton sheets of cotton or linen
- Eiderdown quilt or bedspread
- Set of pillows and pillow cases, (depending on the type of bed)

7.2.11 - In the rooms there must be available a set of extra blankets (wool) which the guests can use if they wish.

7.2.12 - All of the rooms must be prepared in advance.

7.3 Infrastructure

7.3.1 All of the house infrastructure must be in the most perfect condition of maintenance and operation.

7.3.2 The TER houses must be equipped with exterior lighting that permits access to the house and service spaces.

7.3.3 The TER houses must not show fixed infrastructure or furniture not in character with the style/epoch of the house.

7.3.4 If the water supply is not furnished through a public utility, the TER houses, must arrange reservoirs of potable water, with sufficient capacity to correspond to the current necessities of given services.

7.3.5 There must be guaranteed spaces for parking.

7.4 Sanitary Installations

7.4.1 The TER houses must be equipped with a minimum of one bath for each lodging unit.

7.4.2 The bathroom located in the rooms must have at least the following items:

- Shower or poliba
- Lavatory
- Wash basin with mirror
- Spot light
- Electrical outlet
- Waste container
- Shower curtain or separator of unbreakable material
- Cabinet

- Toilet paper holder
 - Towels
- 7.4.3 The bath must have hot and cold water with a shower head or tap sufficient to fill the bathtub, and guarantee that all of the guests can take a bath simultaneously.
- 7.4.4 The bathrooms must have, in proportion to the capacity of the lodging of the room, the following linens:
- Face towel
 - Bath towel
- 7.4.5 The bathrooms must be equipped with effective natural or mechanical ventilation.
- 7.4.7 There must be soaps placed in the bathrooms.
- 7.4.8 There must be available, when requested by the guests, hair shampoo, bath gel and a hair drier.
- 7.4.9 The common sanitary installations must provide the following items:
- Lavatory
 - Toilet
 - Washbasin
 - Towels
 - Waste paper container
 - Liquid soap
 - Mirror with spot lamp
 - Toilet paper holder
- 7.5 Accoutrements**
- 7.5.1 All of the accoutrements in the unit, independently of its nature, that are at the disposal of the guests, must be in perfect operating condition, well maintained and safe to use.
- 7.5.2 The TER house must make available, in the area of use of the equipment, the respective manual of instructions, in at least the Portuguese and English languages.
- 7.5.3 There must be provided a correspondence and message service that can be utilized during the absence of the guest.
- 7.5.4 The house must have a heating system comprising all the areas used by the guests.
- 7.5.5 All the Gas equipment must be in a perfect state of repair, with indications of the status of verification by the inspector agents defined in specific legislation.
- 7.5.6 The furniture and decorations must be harmonious and consistent with the style of the house. The furnishings must be antiques preferably, and be in

good state of preservation.

- 7.5.7 The houses that have swimming pools must have rules of use available for consulting.
- 7.5.8 The regulations referred to above, which must be written, at least in Portuguese and English, must include the following aspects:
- Hours of operation
 - Treatment system of the pool
 - Chemical products used in the treatment
 - Frequency of analysis control
 - Prohibited attitudes
 - Social rules
- 7.5.9 Beyond the above defined rules, the house must:
- Place signs stating “No Lifeguard”
 - Place signs stating “No Diving”
 - Placement of indicators marking the depth of the pool
 - Allow space for life savers or other means of help used by clients

8. Requirements of Cleanliness and Maintenance

8.1 Scope

- 8.1.1 The requirements pertaining to this group, are defined as characteristics of cleanliness and maintenance, with which the TER houses must comply.
- 8.1.2 The defined requirements are applicable to:
- Cleaning
 - Maintenance
 - Consumables

8.2 Cleaning

- 8.2.1 The TER houses must be given its own space for storage of all the cleaning products and equipment, keeping it closed always, to impede access by infants.
- 8.2.2 The spaces referred to above must be arranged, having every product identified correctly.
- 8.2.3 The cleaning activities must not be executed in the presence of guests.
- 8.2.4 An annual general cleaning of the enterprise must be carried out, in order to guarantee the conservation of the building.
- 8.2.5 The interior of the house, namely the common areas, the rooms, the bathrooms, and kitchen must be cleaned daily.
- 8.2.6 During the daily cleaning process, the condition of all the equipment installed must be checked (for example: television, dimming switches, toilet flushers, making repairs immediately).
- 8.2.7 The bathroom linens must be changed daily, replacing the toilet paper whenever necessary.
- 8.2.8 If the guests intend to retain bath towels for more than one day, for reasons

related to environmental protection and impact of clothes washing products, the respective change will be delayed in conformity with the same.

- 8.2.9 The bedclothes must be changed every three days, whenever there is a change of guests, or at the client's request.
- 8.2.10 The cups in the rooms must be changed daily.
- 8.2.11 The guests must be informed about the cleaning schedule of the rooms and bathrooms, as well as the schedule for changing the bedclothes, bathroom towels and maintenance and cleaning of mattresses.

8.3 Maintenance

- 8.3.1 The correct level of maintenance and function of all equipment and infrastructure must be guaranteed.
- 8.3.2 All of the equipment maintenance repairs must be registered.
- 8.3.3 The strictly obligatory legislated inspection of equipment maintenance activities is applicable to gas and boilers equipment.
- 8.3.4 Annually, preferably before the beginning of October, chimneys must be cleaned as well as their respective heat recoverers and fireplaces.
- 8.3.5 Any irregularities detected and reported by the guest must be immediately registered and repaired.
- 8.3.6 The central heating systems installed in TER houses must be the object of periodic verification by specialists and indicated by marks of installers of the referred to equipment.
- 8.3.7 The first intervention equipment against fire available to a TER house must be the object of periodic verification inspections by the installer/manufacturer in accordance with applicable legislation.
- 8.3.8 All electric equipment must be verified periodically.
- 8.3.9 The frequency of the analytical control of pool water must be clearly defined in accordance with legislation in effect and by the regulations of the installer.
- 8.3.10 The results of analytic control referred to above must be posted in a location near the pool.

8.4 Consumables

- 8.4.1 The proprietors of TER houses must guarantee as a regular lodging service

the regular provision of consumable products.

9. Internal and External Environment Requests

9.1 Scope

9.1.1 The requirements pertaining to this group define the characteristics at the level of Environment, Security and Surroundings which establish the services to be rendered by TER houses.

9.1.2 The defined requirements are applicable to:

- Environment
- Security
- Surroundings

9.2 Environment

9.2.1 Water consumed in the TER houses that proceeds from their own source, must be analyzed for chemicals and microbes in accordance with applicable legislation in effect.

9.2.2 The business of the TER houses must have in consideration the protection of the environment, showing good business practices in generation of residuals and treatment of effluents.

9.2.3 The cleaning products must not be, whenever possible, injurious towards the environment.

9.3 Security

9.3.1 The TER house must be equipped with an access control system.

9.3.2 The Closing Hour of the exterior doors must be defined, and the conditions of access to the house made available and communicated to guests who wish to use it outside the hours established by the service.

9.3.3 The TER house must be equipped with means of extinction of fires, having on premises at least one fire extinguisher in the kitchen, one near the electrical fuse box, and another in the closet of cleaning products.

9.3.4 The TER house must have a first aid kit.

9.3.5 The evacuation routes must be adequately signed with neon signs and self powered lights with the capacity for 60 minutes. When this is not possible,

because of the house architecture or interior decoration, the said signing can be substituted with a sketch distributed to the guests at registration.

- 9.3.6 Whenever the TER house displays antique arms, the proprietor must guarantee that under no circumstance must it be possible to activate them or make them accessible to minors.
- 9.3.7 All types of gas and electric heaters are strictly prohibited in the rooms.
- 9.3.8 All agriculture implements must be kept in a location that can be locked and not be accessible to guests.
- 9.3.9 All agriculture implements that are left in the field must be devices that thwart activation by guests.
- 9.3.10 The exterior swimming pools must be covered during the winters.
- 9.3.11 The proprietors are obliged to subscribe to the safety of civil responsibility.
- 9.3.12 All wells, technical boxes, must be properly closed.

9.4 Surroundings

- 9.4.1 It must be guaranteed that the occasional inconvenient outside fountain be moderated
- 9.4.2 The TER house must have exterior night lights that permit the usufruct of the surrounding spaces

ANNEX

| Characteristics Of Service | Objectives | Requirements | Ratings & Goals | Type of Control | Frequency |
|---|--|---|--|---|-------------|
| 6 Requirements of reception and stay | | | | | |
| 6.2 Reservations | The reservations should be confirmed and follow the price list | 6.2.3 6.2.4 6.2.5 6.2.6 6.2.7 6.2.8 6.2.9 | -Number of confirmed reservations actually filled: 100% (excepting for responsibilities of the guest) | -Monitorization and internal verification | Bi-annually |
| 6.3 Reception | The guests should clearly identify the house. They should be received, without delay, by the proprietor or his representative and receive all the documentation and relevant | 6.3.1 6.3.2 6.3.3 6.3.4 6.3.6 6.3.8 6.3.9 6.3.11 | -Number of arrivals/ departures with the presence of the proprietor or his representative:80% | Questionnaire of perceived quality of service and/or Monitorization and internal verification | Quarterly |
| 6.4 | Information There should be available a breakfast service that satisfies the guests | 6.4.1 6.4.4 6.4.5 6.4.7 6.4.8 6.4.9 | -Number of guest's responses rated with "less than sufficient": 20% (on a scale of 1-5 – Very Good, Good, Sufficient, Mediocre and Bad | -Questionnaire regarding the perceived quality of service and/or Monitorization and internal verification | Quarterly |
| 6.5 | The guest should be provided with appropriate and accurate information | 6.5.1 6.5.2 | Not applicable | -Internally audited | Annual |

| | | | | | |
|-------------------|---|----------------------------------|--|---|-------------|
| | information | 6.5.3 | | | |
| 6.6 Activities | The TER houses should offer supporting information/directions to other entities that are not just lodgings | 6.6.1 6.6.3 | Not applicable | -Internally audited/Surprise visits | Ongoing |
| 6.7 Attentiveness | The hosts should see that their requests satisfy the requirements of attentiveness, cordiality and competence | 6.7.1 6.7.2 6.7.3 | | -Questionnaire regarding the perceived quality of service and/or monitoring and internal verification | Continually |
| 6.8 Host | Should maintain a courteous attitude that protects privacy | 6.8.1 6.8.2 6.8.3 6.8.4 | | | Quarterly |
| 6.9 Departure | The guest's departure should be finalized with adequate procedures | 6.9.1 6.9.3 6.9.4 | -Number of arrivals and departures with the proprietor or representative present: 80% | -Questionnaire regarding perceived quality of service and/or Monitoring and internal verification | Quarterly |
| 7.2 Lodging | The guests should be lodged in comfortable and functional quarters | 7.2.5 7.2.7 7.2.8 7.2.9 | Number of guest's responses rated less than sufficient:20% (on a scale from 1 – 5 – Very | -Questionnaire regarding perceived quality of service and/or Monitoring | Quarterly |

| | | | | | |
|--|---|---|--|---|-----------|
| 7.3 7.4 Sanitary Installations 7.5 Equipment | | 7.2.10 7.2.12 | Good, Good, Sufficient, Mediocre, and Bad | and internal verification | |
| | The infrastructures directly or indirectly associated with giving services should be adequately maintain and functional | 7.3.1 7.3.2 7.3.5 | Number of guest's responses rated less than sufficient:20% (on a scale from 1 – 5 – Very Good, Good, Sufficient, Mediocre, and Bad | -Questionnaire regarding perceived quality of service and/or Monitoring and internal verification | Quarterly |
| | The guests should have access to private and functional sanitary installations | 7.4.1 7.4.2 7.4.3 7.4.4 7.4.7 | | | |
| | The equipment put at the disposal of the guests should be maintained in perfect and functional condition | 7.5.1 7.5.2 7.5.4 7.5.7 7.5.8 | | | Quarterly |
| 8. Requirements of Cleaning and Maintenance | | | | | |
| 8.2 Cleaning | All infrastructures, equipment and accessible areas should be assured of cleanliness | 8.2.3 8.2.4 8.2.5 8.2.6 8.2.7 8.2.8 8.2.9 8.2.11 | Number of guest's responses rated less than sufficient:20% (on a scale from 1 – 5 ; Very Good, Good, Sufficient, Mediocre, and Bad | -Questionnaire regarding perceived quality of service and/or Monitoring and internal verification | |
| | All equipment and infrastructure should be | 8.3.1 8.3.5 | Number of guest's complaints regarding | Complaints registered | |

| | | | | | |
|-----------------------------------|---|--------|--|-----------------------|--------------------|
| 8.3 Maintenance | maintained at their correct level and functionality | 8.3.10 | incorrect functioning of equipment: 5 out of 100 guests | | |
| 8.4 Foods | The permanent availability of necessary foods / associated with the providing of foods should be assured | 8.4.1 | Number of guest's complaints regarding incorrect functioning of equipment: 5 out of 100 guests | Complaints registered | |
| 9. Supporting Requirements | | | | | |
| 9.1 Ambiente | Activities should be characterized by their protection of the environment and prevention of pollution | 9.2.1 | Not applicable | Internally Audited | Annually (Samples) |
| 9.2 Safety | There should be established criteria and rules regarding infrastructures, equipment and information that enables the security and safety of the well being of the goods and persons | 9.4.1 | Not applicable | Internally Audited | Annual (Samples) |
| 9.3 | It should be assured that the safety of activities developed in the proximity of the house should not jeopardize the quality of the services given | | | | |

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| | | |
|------------------------------------|----------------------------|----------------------------------|
| Casas Associadas | Casa do Ameal | Quinta da Prova |
| Casa Agrícola da Levada | Casa do Anquião | Quinta da Roseira |
| Casa d'Óbidos | Casa do Barreiro | Quinta de Cima de Eiriz |
| Casa da Comenda de Malta | Casa do Campo | Quinta de Cortinhas |
| Casa da Eira | Casa do Castelo | Quinta de Monteverde |
| Casa da Encruzilhada | Casa do Cimo | Quinta de Santa Comba |
| Casa da Lage | Casa do Cotto | Quinta de São Bento |
| Casa da Palmeirinha | Casa do Foral | Quinta de São Caetano |
| Casa da Pedra | Casa do Monte | Quinta de São Lourenço |
| Casa da Quinta da Parada do Vez | Casa do Outeiro | Quinta de Vale Mourelos |
| Casa da Timpeira | Casa do Salgueirinho | Quinta do Albergue do Bonjardim |
| Casa da Tojeira | Casa do Tamanqueiro | Quinta do Baganheiro |
| Casa da Várzea | Casa dos Assentos | Quinta do Casal |
| Casa das Barcas | Casa dos Lagos | Quinta do Convento da Franqueira |
| Casa das Calhetas | Casa dos Pombais | Quinta do Paço d'Anha |
| Casa das Paredes | Casa dos Varais | Quinta do Rei |
| Casa das Tílias | Casa Grande da Bandeira | Quinta do Ribeiro |
| Casa das Torres | Moinho de Estorãos | Quinta do Sorilhal |
| Casa das Torres de Oliveira | Monte da Corte Ligeira | Quinta do Sourinho |
| Casa de Abade do Neiva | Paço de Calheiros | Quinta do Torrozel |
| Casa de Alda Martha | Paço de S. Cipriano | Quinta dos Figos |
| Casa de Alfena | Palácio de Rio Frio | Quinta Santo António |
| Casa de Avelar | Quinta da Agra | Solar Abreu Madeira |
| Casa de Canedo | Quinta da Aldeia | Solar da Vacariça |
| Casa de Covas | Quinta da Bela Vista | Solar das Arcas |
| Casa de Crasto | Quinta da Calçada | Solar de Miragaia |
| Casa de Fontão | Quinta da Casa do Paço | Vila Duparchy |
| Casa de Gaiba | Quinta da Comenda | |
| Casa de Mogofores | Quinta da Granja | Colaboradores |
| Casa de Rodas | Quinta da Lomba | Catarina Barros |
| Casa de S. Gonçalo | Quinta da Mata | Eduarda Alves |
| Casa de Santo António de Britiande | Quinta da Orada | José Augusto Azevedo |
| Casa de Sequiade | Quinta da Pícaria | Sónia Balieiro |
| Casa de Sezim | Quinta da Ponte | Vanda Balieiro |
| Casa de Vilarinho de S. Romão | Quinta da Praia das Fontes | Vitor Máximo |

Cúria Técnica

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