



## **Local Lodging Standards**

Under the new legislation regulating Local Lodging, the Owner/Operator must sign a *Declaration of Terms of Responsibility* assuming full responsibility and assuring that all required standards have been met in full. The following minimum requirements of Quality, Hygiene and Safety continue as first outlined in the original regulations published in 2008.

### **DETERMINING THE CAPACITY OF THE UNIT**

Capacity is determined by the number of permanent beds available. These do not include convertible or folding beds. In addition, there must be at least one bathroom per 3 bedrooms. The septic system must also be adequately sized for the maximum number of guests.

### **INFRASTRUCTURE**

- Accommodation Units
  - a. Adequate furnishing and fittings;
  - b. Shutters or curtains capable of shielding exterior light;
  - c. Doors and locks for safety and privacy;
  - d. Windows providing adequate ventilation.
- Basic infrastructure
  - a. Bathrooms - at least one bathroom for every 3 bedrooms
  - b. Hot and cold running water;
  - c. Emergency phone numbers - "112" predominantly posted;
  - d. Septic system - capable of handling maximum capacity.

### **HYGIENE**

- *Cleanliness*
  - a. Proper conditions of cleanliness and hygiene;
  - b. Cleaned at least at weekly intervals and upon arrivals and departures;



- *Bed Linen Service*
  - a. Linen changed at least once weekly;
  - b. Linen changed prior to arrival of new guests.

### **SAFETY STANDARDS**

- a. Standard fire precautions;
- b. Fire equipment: fire extinguisher and fire blanket;
- c. Fire Safety: Evacuation plan for larger facilities (when capacity exceeds 50 occupants);
- d. First aid kit;
- e. Written instruction manuals for appliances;
- f. Emergency phone numbers posted.

### **GOING BEYOND THE BASICS**

As can be readily seen, these statutory standards represent only the bare essentials. In the event of an accident, Owners will always be better served to be able to show that they have exceeded the minimum legal requirements. We strongly recommend going beyond these rudimentary fundamentals in a number of important areas:

- a. Smoke alarms;
- b. Information signs around swimming pools and other potentially dangerous areas;
- c. Warning markings on glass doors;
- d. Tourist liability insurance coverage, an inexpensive supplement to most “multi-risk” homeowners insurance policies.

### ***Other Prerequisites***

#### **COMPLAINTS BOOK** (“*Livro de Reclamações*”)

Each Local Lodging establishment must have a *Complaints Book* on the premises and a sign indicating its availability. Local Lodging is overseen by regulatory authority “*Autoridade de Segurança Alimentar e Económica*” (ASAE).



The Complaints Book can be purchased either from “*Imprensa Nacional - Casa da Moeda*” ([www.incm.pt](http://www.incm.pt)) or from “*Direcção-Geral do Consumidor*” ([www.consumidor.pt](http://www.consumidor.pt)).

#### **“AL” SIGN**

Local Lodging identification signs posted adjacent to the main entrance are only mandatory for Guest Houses and Hostels (“*Hospedagens*” and *Hostels*) and are no longer required for apartments and villas.

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