



IRC Building Sciences Group
2121 Argentia Road, Suite 401
Mississauga, Ontario, L5N 2X4
Tel: 905.607.7244, Fax: 905.607.7288
Toll Free: 1.888.607.5245

Roque Roofing Inc.
3 Clark Ave
Hamilton, ON

September 27, 2022
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Attention: Cristina Roque

Tel: 905.525.9689
Cristina@roqueroofing.com

RE: Close out Documents for St. John the Baptist Catholic Elementary School
115 London St S, Hamilton, ON
Roof Replacement and Repair

IRC#: 04848-HR22-052IN

Dear Ms. Roque,

This letter is to inform you that the above noted project is substantially complete.

Attached is our Certificate of Substantial Performance (Form 9). You are responsible for placing an advertisement in the Daily Commercial News stating the completion of work at the above stated address, to inform all sub-contractors and suppliers.

Kindly issue the following close-out documents:

1. Certificate of Publication
2. Contractor's Warranty – 2yr Replacement, 1yr Repair
3. Manufacturer's Warranty

Please note that the warrantees **MUST** specify the **roof areas** and **square footage** completed for this project.

Once the required documentation is processed, you may forward them to our office for review and proper distribution. Final payment will be released once all close-out documents are received in good order.

Should you have questions or concerns, please contact our office.

Yours Truly,

Marco Merolle
Roofing Practice Leader

cc. - file

FORM 9
CERTIFICATE OF SUBSTANTIAL PERFORMANCE OF THE
CONTRACT UNDER SECTION 32 OF THE ACT

Construction Act

City of Hamilton

(County/District/Regional Municipality/Town/City in which premises are situated)

115 London Street South, Hamilton, ON L8K 2G6

(street address and city, town, etc., or, if there is no street address, the location of the premises)

This is to certify that the contract for the following improvement:

Roof Replacement - Roof Area 1.0, 3.0, 5.0A and 5.0B, Roof Area 5.0 Repair

(short description of the improvement)

to the above premises was substantially performed on **August 20, 2022**

(date substantially performed)

Date certificate signed: **September 27, 2022**



(payment certifier where there is one)

(owner and contractor, where there is no payment certifier)

Name of owner: **Hamilton Wentworth Catholic
District School Board**

Address for service: **90 Mulberry Street, Hamilton, ON L8N 3R9**

Name of contractor: **Roque Roofing Inc.**

Address for service: **3 Clark Avenue, Hamilton, ON L8L 5J7**

Name of payment certifier (where applicable): **IRC Building Sciences Group**

Address: **2121 Argentia Road, 4th Floor, Mississauga, ON L5N 2X4**

(Use A or B, whichever is appropriate)

A. Identification of premises for preservation of liens:

St. John the Baptist Catholic Elementary School, 115 London Street South, Hamilton, ON L8K 2G6

(if a lien attaches to the premises, a legal description of the premises,
including all property identifier numbers and addresses for the premises)

B. Office to which claim for lien must be given to preserve lien:

(if the lien does not attach to the premises, the name and address of the person or body to whom the claim for lien must be given)