



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

GRRC Roofing
240 Beach Road
Hamilton, ON L8L 2X4

September 27, 2022
Page 1 of 1

Attention: George Roque

Tel: 905.393.7989
george@grrc.ca

RE: Close out Documents for Corpus Christi Catholic Elementary School
25 Alderson Drive, Hamilton, ON
Roof Replacement

IRC#: 05205-HR22-054IN

Dear Mr. 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
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)

25 Alderson Drive, Hamilton, ON L9B 1G3

(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 1.2 and 3.1

(short description of the improvement)

to the above premises was substantially performed on **September 6, 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: **GRRC Roofing**

Address for service: **240 Beach Rd, Hamilton, ON L8L 4B2**

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

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

(Use A or B, whichever is appropriate)

☒ A. Identification of premises for preservation of liens:

Corpus Christi Catholic Elementary School, 25 Alderson Drive, Hamilton, ON L9B 1G3

(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)