



A Rimkus Company

**IRC Building Sciences Group**

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Cordeiro Roofing Ltd.  
88 Horner Ave  
Toronto, ON M8Z 5Y3

February 15, 2023  
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Tel: 416.234.9901  
kevin@cordeiroroofing.com

**Attention: Kevin Goncalo**

RE: Closeout Documents for Hillcrest Community School  
44 Hilton Ave, Toronto, ON

IRC Project: 25022-HR22-044IN  
Roof Replacement Project - Roof Areas A, A1, A2, A8, BD1, C3, C4 & C5

Dear Mr. Goncalo,

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. Notice of Publication
2. Contractor's Warranty
3. Manufacturer's Warranty
4. As-built Drawings
5. Lightning Arrest Cable Certification

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 pdf copies to our office for review. Client will require a closeout binder and USB of all documents related to this project, to be submitted to the Client during the handoff meeting (date to be arranged). 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.

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 Toronto

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

44 Hilton Avenue, Toronto, ON M5R 3E6

(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 Areas A4, A5, B, C, FH, FHa, G, GH and H

(short description of the improvement)

to the above premises was substantially performed on November 29, 2022

(date substantially performed)

Date certificate signed: February 15, 2023



(payment certifier where there is one)

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

Name of owner: Toronto District School Board

Address for service: 5050 Yonge Street, Toronto, ON M2N 5N8

Name of contractor: Cordeiro Roofing Ltd.

Address for service: 88 Horner Avenue, Toronto, ON M8Z 5Y3

Rimkus Consulting Group  
Canada Inc, dba IRC Building  
Sciences Group Inc

Name of payment certifier (where applicable):

Address: 2121 Argentia Road, 4<sup>th</sup> Floor, Mississauga, ON L5N 2X4

(Use A or B, whichever is appropriate)

☒ A. Identification of premises for preservation of liens:

Hillcrest Community School, 44 Hilton Avenue, Toronto, ON M5R 3E6

(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)